# Ring Central Introduction

ASM Group leverages Ring Central as our phone solution. Below is some information about how it can be utilized.

## Downloads

* Download and install the RingCentral Mobile App: [iPhone](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fringcentral.onelink.me%2FIKAo%2F79e4d184&data=04%7C01%7Cjlattimore%40asmgroupinc.com%7C8bc3f852859f4c64651608d94abfbe0e%7Ccbc37f4e3f2f45b2a65f09dd9e95797a%7C0%7C0%7C637623009657719482%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=XWeHZejIQtIO6SxVnX7Uh0VhseXIP0zKXFbV%2B3nH5Ek%3D&reserved=0) or [Android](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fringcentral.onelink.me%2FIKAo%2F79e4d184&data=04%7C01%7Cjlattimore%40asmgroupinc.com%7C8bc3f852859f4c64651608d94abfbe0e%7Ccbc37f4e3f2f45b2a65f09dd9e95797a%7C0%7C0%7C637623009657729436%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=CCZohKoD%2BU2KsxgLTjOpphvQZQx5NrHxrtoHkpATH9A%3D&reserved=0)
  + Unified mobile app for calling, texting, meetings and team messaging
* Download and install the RingCentral Desktop App: [PC](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fapp.ringcentral.com%2Fdownloads%2FRingCentral.exe&data=04%7C01%7Cjlattimore%40asmgroupinc.com%7C8bc3f852859f4c64651608d94abfbe0e%7Ccbc37f4e3f2f45b2a65f09dd9e95797a%7C0%7C0%7C637623009657729436%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=wlynznbSq3Miia4M9OpGXXcBVDTsotd4znQ349gq9rA%3D&reserved=0) or [Mac](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fapp.ringcentral.com%2Fdownloads%2FRingCentral.pkg&data=04%7C01%7Cjlattimore%40asmgroupinc.com%7C8bc3f852859f4c64651608d94abfbe0e%7Ccbc37f4e3f2f45b2a65f09dd9e95797a%7C0%7C0%7C637623009657739392%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=XYGf4VwlhRo3DleIdA9vJCRfCHzsmTDwPCq8AQG%2FRaY%3D&reserved=0)
  + Unified desktop app for team messaging, meetings, telephony and collaboration

## Quick Start Guide

Here is a quick start guide for Ring Central. It has some of the most commonly used features of Ring Central and how to do them on the different options (phone, desktop, mobile):

<https://netstorage.ringcentral.com/uk/guides/office_quick_start_guide.pdf>

## Your Direct Line

With Ring Central all your communication options will be available via your direct number. You can send/receive calls, faxes, and texts via this phone number. If you do not know your direct number, you can view it in your Ring Central profile.

In the application, go to the "View Profile" option:

Graphical user interface, application

Description automatically generated

This screen will show your direct number and other contact information:

Graphical user interface, application

Description automatically generated

Otherwise, you can view this information very easily from the web (<https://service.ringcentral.com>):

A screenshot of a computer

Description automatically generated

## Using the Soft Phone

Here's an overview of the App:

<https://player.vimeo.com/video/442402508?h=cb81235068&app_id=122963>

Making calls and checking Voice Mails:

<https://player.vimeo.com/video/415167902?h=c4af6a311b&app_id=122963>

How to transfer calls:

<https://player.vimeo.com/video/427147192?h=7afefc03c1&app_id=122963>

A number of additional videos are available here: <https://vimeo.com/showcase/7095522>

## Send and Receive Text Messages

<https://player.vimeo.com/video/417780366?h=89db7d9e22&app_id=122963>

## Send and Receive Faxes

<https://player.vimeo.com/video/415197891?h=c60b40ff61&app_id=122963>