

# RingCentral Paging



RingCentral Paging enables you to make real-time, one-way announcements to multiple desk phones or overhead paging devices.

## Features and Benefits

- Broadcast announcements to the entire organization, or selected groups and individuals through a combination of desk phones and paging devices
- Just Plug & Page™: No complicated installation or configuration required
- 100% compatible with SIP digital devices. No additional cost for installing additional converters
- Create, add, or modify paging groups anywhere, anytime
- Included for free with RingCentral Office\*

\* Paging is not included with Entrepreneur Edition

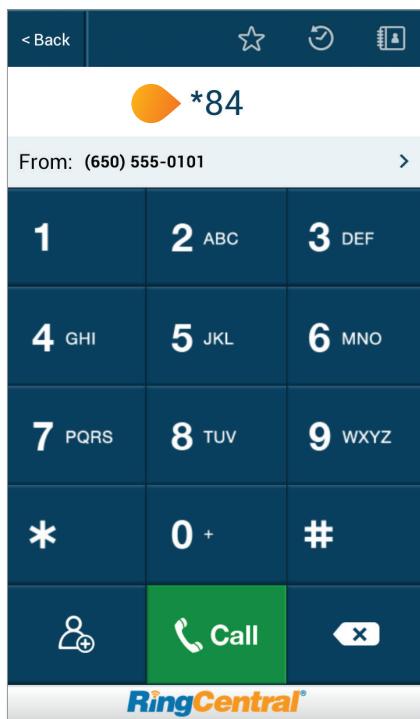
# How it Works

Paging is an important feature for many businesses. For example, consider a warehouse or retail environment that has a backroom for inventory. If a warehouse admin receives an inventory inquiry from a Sales VP, he or she can simply page both the warehouse manager and shipping manager's desk phones simultaneously, as well as via an overhead speaker at the warehouse. Paging increases communication efficiency, eliminating the need to call each individual to relay the same message.

## Paging a Group

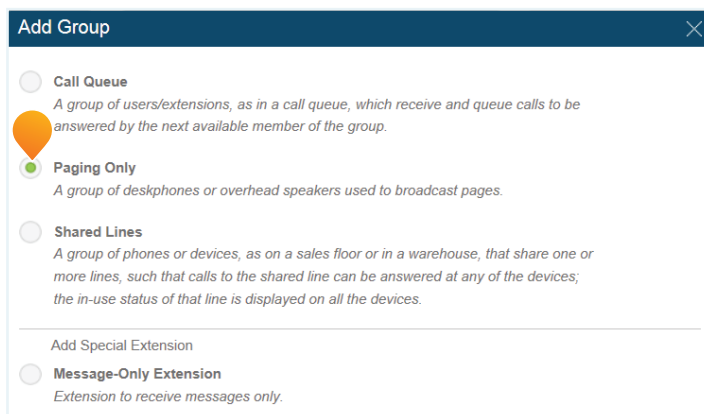
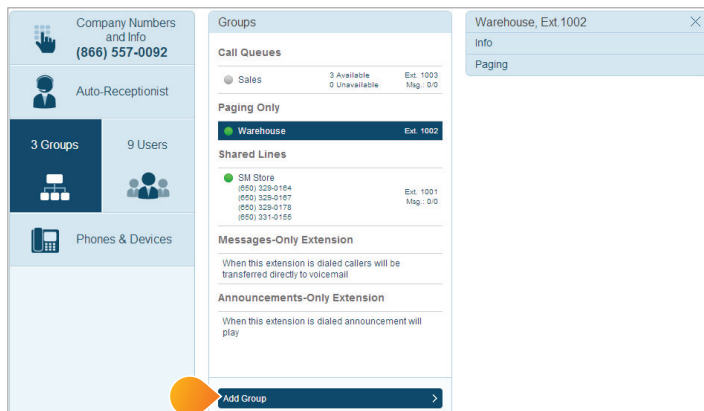


To page a group from desk phones simply push the soft-key button and enter the Group Number you wish to page, followed by the pound sign. Make your announcement and hang up when finished.



To page a group using mobile phones or desk phones without a soft-key, dial **\*84** followed by the Group Number you wish to page. Make your announcement and hang up when finished.

## Create a new group with Paging Only feature



To add a group using Service Web, simply log in to your account, click **Add Group** and select **Paging Only**. Then, select the devices and users applicable to this group.