Setting PIN for Direct Line

If you have not activated your RingCentral account:

-Submit a ticket (<u>help@nusd.org</u>) asking for a resend of your invitation -You will be prompted to create a PIN upon activation

If you have activated your RingCentral account:

-Login to <u>http://app.ringcentral.com</u>

-Select Settings from the left side menu

-Select *Phone* from the inner left menu

-Click the *Edit* button to right of *Voicemail* in the center of the screen

-A new menu will appear with the button at the bottom allowing you to change your PIN. You will also find here that you can change your voicemail greeting.

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	 Notifications and audio Themes Message Video Phone 	Incoming calls Call handling Set how incoming calls ring your apps and devices, and how missed calls are handled. Voicemail Set a greeting and a PIN for your voicemail.	Edit
	Calendars and contacts Keyboard shortcuts	Ringtone High Gong Select the sound you'll hear when you receive incoming calls.	•
	ao Administration	Auto-answer calls Select how long callers will wait before their calls get auto-answered. This setting won't apply when you're on an active call.	~
Company		Outgoing calls	
settings Settings		Default caller ID (415) 493-4201 Select the number that will be displayed to the people you call.	Ţ
	Voicemail	Work hours After hours	
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	Record		
	Voicemail PIN ① Change PIN		
		Cancel Save	

Retrieving Voicemails for Direct Line

Through the web application:

-Login to <u>http://app.ringcentral.com</u> -Select *Phone* from the left side menu -Select *All Voicemail* from the inner left menu

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From the phone:

-Hit the envelope button

-Enter your PIN followed by pound (#)