



RINGSQUARED

**Your Ringsquared
Order is Ready!**

Your new IP phones from RingSquared are here and ready! From calls to chats, your new phone and the RingSquared app make it easy to connect.

Using This Guide

This quick start guide walks you through the essential steps to get started with your new phone. A full step-by-step guide is available to you online.



Get Started with **RINGSQUARED**

1 IP Phone Set-Up Instructions

RingSquared sent you two emails with important information:

- Your user credentials, to log into the RingSquared Online Management Portal & RingSquared apps.
- Your IP phone assignments, pairing each extension with a phone. Distribute phones to your team - identification numbers are located on the bottom of each phone and on the device box.

To start:

Plug your IP phone into your Internet and turn it on. The phone will boot up and connect to your UCaaS account.

2 Account Set Up & Apps

Log into your account and set a new permanent password using the Online Management Portal at <https://connect.ringsquared.com>

- 1 Log in with the username and temporary password from your email.
- 2 Follow the steps to reset your password, voicemail PIN & add your email address.
- 3 You'll receive email confirmations of your account information updates.
- 4 Click Finish to complete your account.

Every RingSquared account has access to the RingSquared desktop and mobile apps!

Desktop Download

Available for Windows or Mac



Mobile Download

Available for Android or Apple



3 Important – Update Your Routing

Finally, after your phones are connected and tested, review your current call routing and update it to point calls to your new UCaaS phone number(s).

Your New UCaaS System Is Now Ready!

You can now make calls, video calls, and chat with your business contacts!



Visit the RingSquared Knowledge Base at

www.RingSquared.com/knowledge-base

to learn more about your new RingSquared UCaaS and IP phones.

RINGSQUARED[®]

800-427-Ring | RingSquared.com

Thank you again, and welcome to RingSquared