

RingCentral Meetings™

Admin and User Setup Guide



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Getting Started

Overview of RingCentral Meetings

RingCentral Meetings is a fully integrated cloud meetings, sharing, and team collaboration solution that empowers you to seamlessly connect with anyone, anywhere.

The integration of RingCentral Meetings with RingCentral Glip team messaging allows organizations and teams to collaborate more effectively. Also, RingCentral Rooms and Room Connector are available add-ons to meet your conference room needs.

This guide describes how to configure RingCentral Meetings through your online account.

Related Documentation

You can [learn more](#) about RingCentral Meetings admin and user features through [knowledgebase articles](#) and the following RingCentral documentation:

- For more information on hosting or participating in video meetings using RingCentral Meetings, see the [RingCentral Meetings User Guide](#).
- For more information on collaborating with your teams using RingCentral Glip, see the [RingCentral Glip online user guide](#).
- RingCentral Meetings is also available with RingCentral Office as a complete unified communications solution. See the [RingCentral Office Admin Guide](#) for more information.

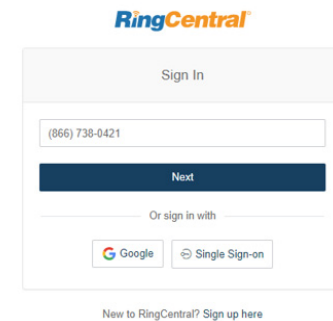
Accessing your Online Account

Your online account is a browser user interface that allows you to manage and configure RingCentral Meetings for your company and view reports on your usage and scheduled meetings.

Logging in to your Online Account

To access your online account:

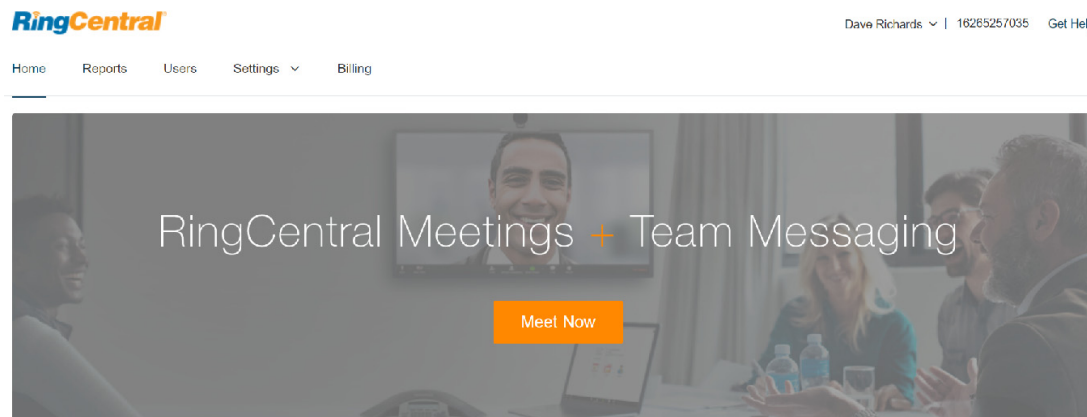
Enter <https://service.ringcentral.com> into your browser's address bar, and log in with your email and password. Or if you use Google login or Single Sign-On, select this option. For more information on RingCentral sign in options, see the [RingCentral Office Admin Guide](#).



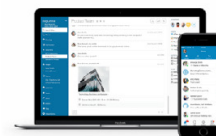
Home Page

On the home page, you have the option to download the desktop applications for RingCentral Meetings, RingCentral Glip, as well as the RingCentral Meetings Microsoft Outlook plug-in. To download Meetings, select the operating system of your device or desktop. To download the RingCentral Meetings Microsoft Outlook plug-in

To use RingCentral Meetings or RingCentral Glip, click **Meet Now** or **Message your Team Now**. Or, begin managing your online account. See [Overview of Your Online Account](#).



Great! Want to enhance your meetings experience with team messaging? [Message your team now!](#)



Or download

Video meetings

One click schedule

Meetings ▾

Outlook Plugin ▾

Overview of Your Online Account

As a RingCentral Meetings customer, you have direct control over the configuration of your settings and users. Administrators (“Admin Users” in your online account) can configure account or user level settings, and manage users and licenses. Users (“Standard Users” in your online account) can set their own user settings to control the meetings they host.

Within the RingCentral online account, you can:

- Download RingCentral applications and plug-ins. See “Downloading Applications” on page 5.
- Learn how to set up and use your free Meetings account, or request access from your admin to a paid account. See “Meetings Accounts” on page 7.
- View Reports and Dashboards. If you are on the Essentials or Advanced plans, you can generate detailed individual and company reports. See “Meetings Reports” on page 11.
- Add users and update their settings. See “Set up RingCentral Meetings User Accounts” on page 21.
- Configure company and individual settings for RingCentral Meetings. See “Meetings Settings” on page 29.
- Review your subscription (including assigned licenses) and billing for RingCentral Meetings. See “Billing” on page 41.

Meetings Accounts

Getting Started with Free Accounts

Meetings is available in Free, Essentials, and Advanced Tiers to meet your business needs. The easiest way to get started with RingCentral Meetings is to sign up for free. You may want to use the free RingCentral Meetings product if your company is not ready to use the RingCentral Office cloud-based phone system, or a portion of your users only need collaboration tools.

This section describes the features of the free account and the upgrade path for free users to a paid account. Free user accounts have the following limitations.

To sign up for a free account, or upgrade to a paid account, see “Sign up for a Free Meetings Account” on page 9, and “Upgrade to a Paid Account” on page 10.

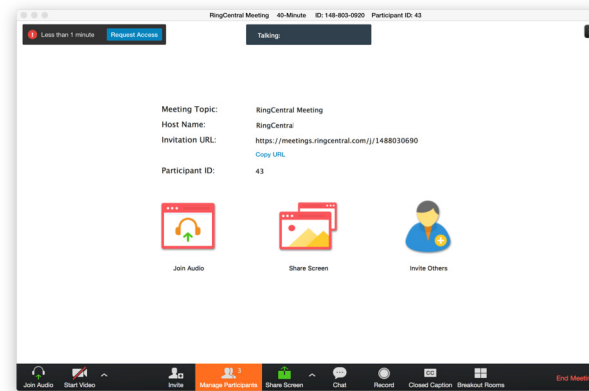
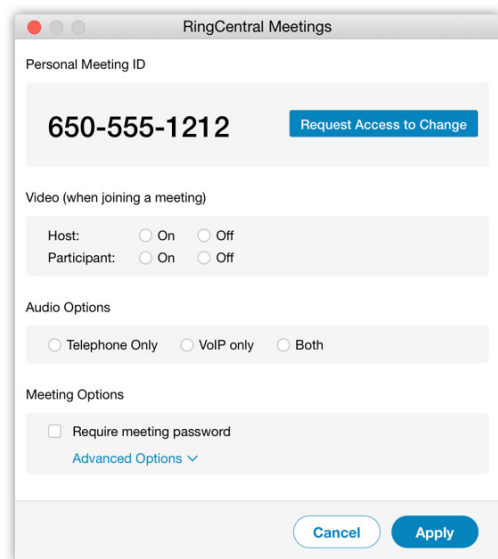
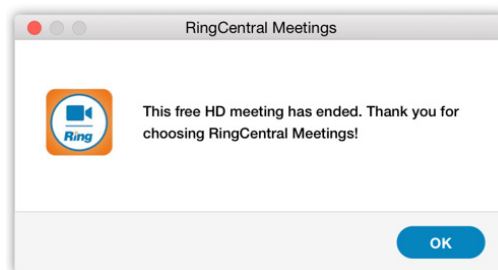
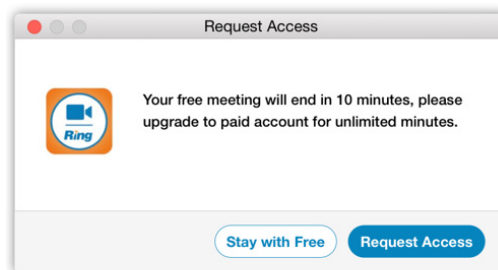
40-Minute Limit on Group Meetings

The first group meeting hosted by a free user will not have a time limit. Starting with the second group meeting hosted by a free user, the length of group meetings is limited to 40-minutes.

When there are ten minutes left in your meeting you will receive a notification to request access to a paid license. The meeting will end with a notification once the time limit is reached. To send a request to your administrator to upgrade, click **Request Access**.

Personal Meeting ID

Free users are assigned a fixed personal meeting ID. This ID may not be changed in a free account. Paid users may change their personal meeting ID to an ID of their choosing. To send a request to your administrator to upgrade, click **Request Access to Change**.



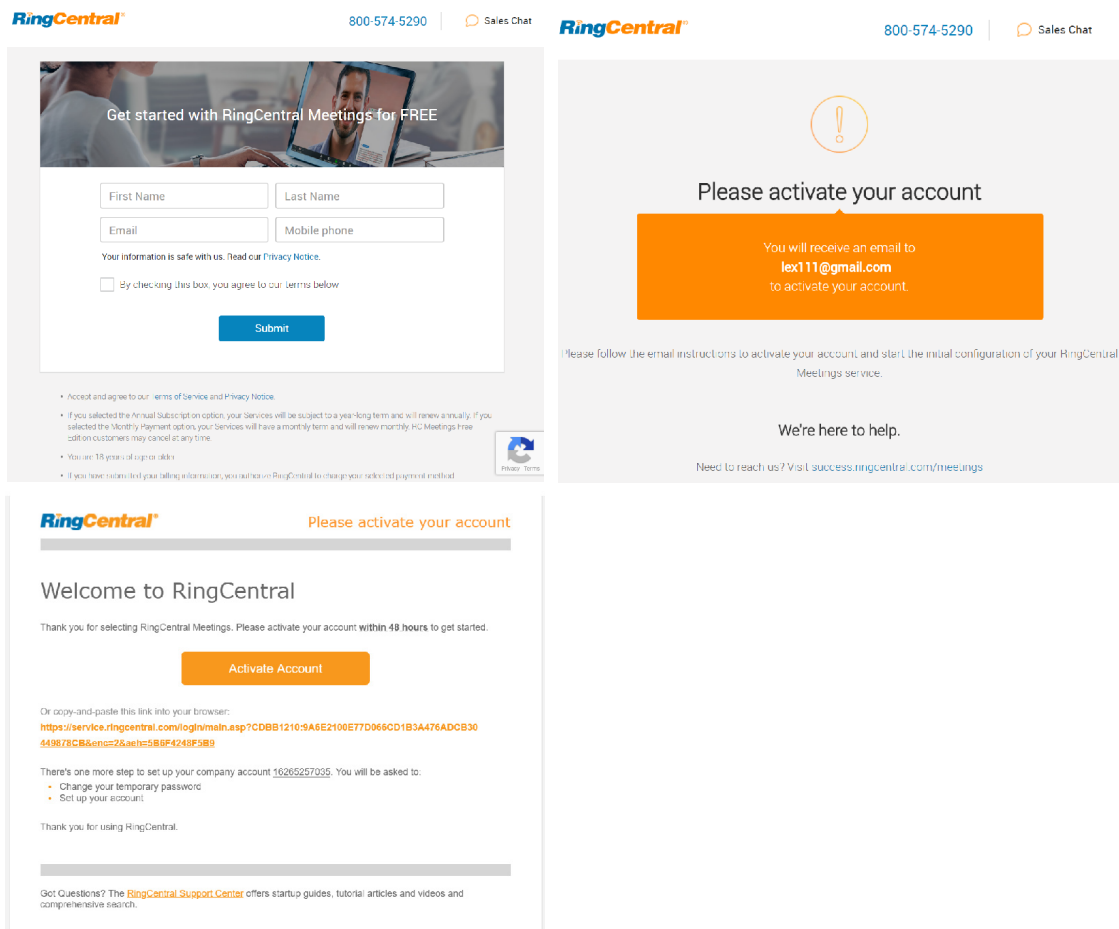
Sign up for a Free Meetings Account

To sign up for a free account:

1. On the RingCentral Meetings webpage at <https://www.ringcentral.com/office/features/online-meetings/overview>
2. Click **Get Started for Free**.
3. Follow the instructions for sign up.
4. You receive an activation email.
5. Click the link in the activation email to launch the Meetings express setup.

In the Meetings express setup, configure your account:

1. On the **Add users to your account** page, enter the user information for each user you want to add to your Meetings account. Optionally, you can import your user information from **Google Office**, or by **Bulk Upload**.
2. Click **Continue**.
3. Click **Get Started** to complete the setup.



The image shows three screenshots of the RingCentral account setup process:

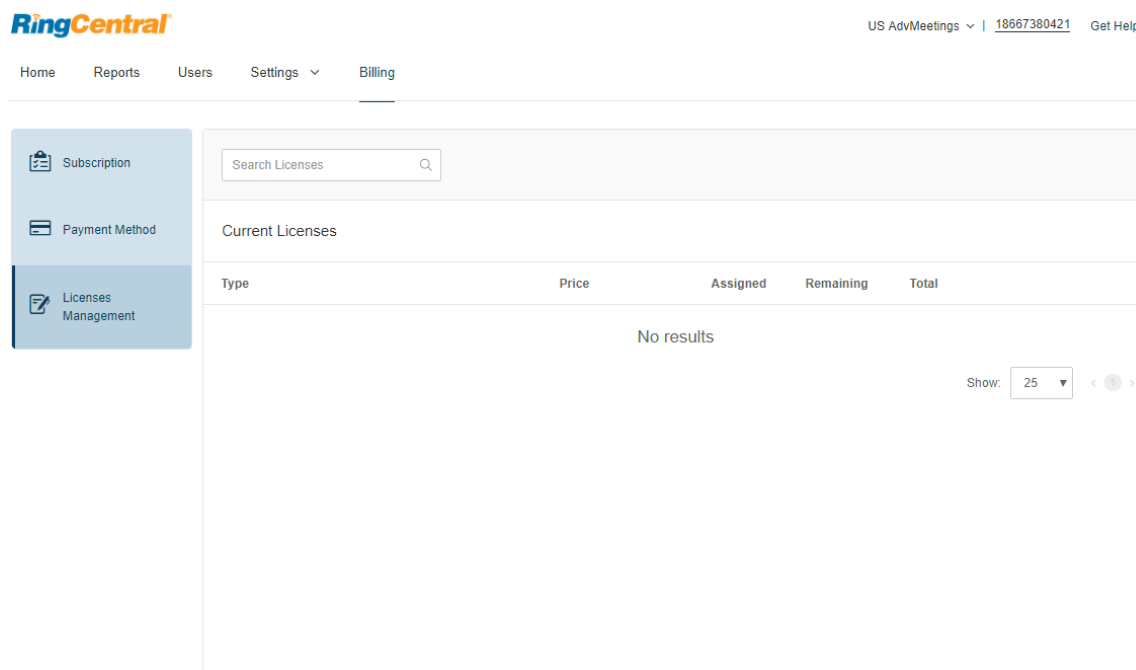
- Top Left Screenshot:** A registration form titled "Get started with RingCentral Meetings for FREE". It includes input fields for First Name, Last Name, Email, and Mobile phone. A checkbox indicates agreement to terms, and a "Submit" button is at the bottom.
- Top Right Screenshot:** An email activation page with a warning icon and the text "Please activate your account". An orange box states: "You will receive an email to **lex111@gmail.com** to activate your account."
- Bottom Screenshot:** A "Please activate your account" page with the RingCentral logo. It says "Welcome to RingCentral" and "Thank you for selecting RingCentral Meetings. Please activate your account within 48 hours to get started." An orange "Activate Account" button is prominent. Below it, a URL is provided for browser access: <https://service.ringcentral.com/login/main.asp?CDBB1210:9A6E2100E77066CD1B3A476ADC830449878CB&enc=26aeh55B6F4248F5B9>. It also lists steps: "change your temporary password" and "Set up your account."

Upgrade to a Paid Account

Upgrading to a paid account provides unlimited minutes. When a user requests access, an admin may assign a license to a user, or purchase a license.

To upgrade to a paid account.

1. In the meeting interface, a Standard User clicks **Request Access** to notify and request access from their admin. The Admin User has an existing license or purchases a license for the user.
2. The admin receives a notification that the user has requested access to a paid account.
3. The admin reviews the available RingCentral Meeting licenses in the **Billing < Manage Licenses** section of the account. See [Manage Licenses](#).
4. The admin may assign a license to the user in the **User > User List** section of the account. See [Set up RingCentral Meetings User Accounts](#).
5. The user receives a notification once assigned a license. Once assigned a license, the user will not have a time-limit on group meetings, and can access Meetings Reports.



The screenshot displays the RingCentral interface for managing licenses. The top navigation bar includes 'Home', 'Reports', 'Users', 'Settings', and 'Billing'. The 'Billing' section is active, showing a sidebar with 'Subscription', 'Payment Method', and 'Licenses Management'. The main content area features a search bar labeled 'Search Licenses' and a table titled 'Current Licenses'. The table has columns for 'Type', 'Price', 'Assigned', 'Remaining', and 'Total'. The table is currently empty, displaying 'No results'. A 'Show:' dropdown menu is set to '25' with navigation arrows.

Meetings Reports

Company Meetings Reports

Your RingCentral Meetings account allows you to generate reports on your company meetings. The Reports feature is available only for Essential and Advanced accounts.

To generate reports for company meetings:

1. Once you are logged in to your company's online account, click the **Reports** link.
2. Select the type of report on the Company Meetings tab. Company reports include the following reports:
 - **Daily Report:** shows daily number of new users, meetings, participants, and meeting minutes in a month. This data is shown in chart and table format. Click **Export** to generate a CSV report file.
 - **Usage Report:** displays more detailed data on individual meetings launched within your company. It can be filtered by specific time frames, as well as by Meetings or Users. Click **Export as CSV File** to generate a report.
 - **Inactive Users:** show the users who are not active during a period. You can export this data to report on which employees are not utilizing their RingCentral Meetings applications. You may search and filter via a Personal Meeting ID (PMI) number. Click **Export** to generate a CSV report file.
 - **Webinar Report:** If you have a RingCentral Webinar license, you can also access the registration, attendee, performance, and interaction reports from this area. Follow the instructions on the page to generate a webinar report.

The screenshot displays the RingCentral Reports interface. At the top, there is a navigation bar with 'Home', 'Reports' (highlighted with a red box), 'Users', 'Settings', and 'Billing'. Below this is a sidebar with 'Company Meetings', 'Call Log', and 'My Meetings'. The main content area lists four report types: 'Daily Report', 'Usage Report', 'Inactive Users', and 'Webinar Report'. Below these are three detailed views:

- Daily Report:** Shows a date selector for 'Jan 2018' and an 'Export' button (highlighted with a red box). Below is a table with columns: Date, New Users, Meetings, Participants, Meeting Minutes.
- Usage Report:** Includes date range filters (From: 01/24/2018, To: 01/25/2018) and a 'Go' button. It also has filters for 'By Meetings' and 'By Users', and an 'Export as CSV File' button (highlighted with a red box). Below is a table with columns: Topic, Meeting ID, Name, Creation Time, Start Time, End Time, Duration (min), Participants.
- Inactive Users:** Includes date range filters and a 'Search by PMI number' field with 'Search' and 'Export' buttons (highlighted with a red box). Below is a table with columns: Name, Client Version, Last Login, Creation Time.
- Webinar Report:** Shows three steps: 'Step 1: Select Report Type' with radio buttons for Registration Report, Attendee Report, Performance Report, Q&A Report, and Poll Report; 'Step 2: Choose a Webinar'; and 'Step 3: Generate Report'.

Meetings Dashboard

The **Meetings Dashboard** is available for administrators on our Advanced plan. The Dashboard displays a quick snapshot of the overall usage of meetings within the organization. This feature shows a graphical representation of account-wide usage data, and analyzes possible technical issues experienced during live meetings.

Dashboards provide the following information:

- Overview of Meetings usage in the enterprise
- All past and live meetings
- Past and live webinar information
- RingCentral Rooms usage
- RoomConnector port usage

To access the Meetings Dashboard:

1. Go to **Reports > Meetings Dashboard**.
2. In the Meetings Dashboard page, select a tab.
 - Dashboard
 - Meetings
 - RingCentral Rooms
 - Room Connector
 - Webinars

The screenshot displays the RingCentral Meetings Dashboard interface. On the left is a navigation sidebar with 'Home' and 'Reports' tabs. The 'Reports' tab is active, showing a 'Meetings Dashboard' section with a 'Company Meetings' icon and a 'Meetings Dashboard' icon. The main content area is titled 'DASHBOARD' and shows a period of 'Nov 13 2017 PST - Nov 20 2017 PST'. It features four summary cards: 'Active Users' (1, 0 Newly Registered, 6 In Total), 'Meetings' (16, 169 Meeting Minutes, 33 Participants), 'Room Connector Ports Usage' (0 In Total), and 'Webinars' (4, 4 Participants). Below these are two charts: 'Top 10 Users By Meeting Minutes' (a horizontal bar chart showing John Smith with 109 minutes) and 'Usage By Meetings' (a vertical bar chart showing usage on Nov 13 and Nov 14). The bottom section contains four more reports: 'Top 10 Locations By Meeting Participants' (a horizontal bar chart showing China with 17 participants and United States with 12), 'Devices By Meetings' (a pie chart showing Windows at 41.36% (12), Mac at 27.59% (8), RingCentral Rooms at 27.59% (8), and Chrome OS at 3.45% (1)), 'Top 25 RingCentral Rooms with issues' (a horizontal bar chart showing Gmail_test2_Mike with 4 issues), and 'Versions By RingCentral Meetings' (a pie chart showing mac 5.1.111613.1027 at 50% (1) and win 5.1.51610.1027 at 50% (1)).

Meetings Tab

The **Meetings** tab displays the **Live** and **Past Meetings** information. Click on the **Meeting ID** to review the details of a meeting. The Meetings Details displays the Participants, Device used, IP Address, Location, Network Type, Join Time, and Leave Time.

Note: During a live meeting, an administrator may join. To join, go to the **Live Meetings** tab and click on the **Meeting ID** and **Join as an assistant**.

DASHBOARD **MEETINGS** RINGCENTRAL ROOMS ROOM CONNECTOR WEBINARS

Period: Nov 21 2017 PST - Nov 28 2017 PST

Live Meetings Past Meetings

23 Meetings [Export to CSV](#)

Meeting ID	Host	User Type	Start Time	End Time	Duration	Participants	PSTN	VoIP	3rd Party Audio	Video	Screen Sharing
149-273-6395	John Smith	Paid Webinar1000	Nov 27, 2017 12:41 PM	01:27 PM	46mins	3	-		-	-	
149-273-6395	John Smith	Paid Webinar1000	Nov 27, 2017 11:47 AM	12:39 PM	53mins	4	-		-	-	-
149-273-6395	John Smith	Paid Webinar1000	Nov 24, 2017 02:17 PM	03:37 PM	1hr 20mins	2	-		-	-	-
149-273-6395	John Smith	Paid Webinar1000	Nov 24, 2017 12:22 PM	12:38 PM	17mins	2	-		-	-	-
149-273-6395	John Smith	Paid Webinar1000	Nov 24, 2017 09:29 AM	11:43 AM	2hr 14mins	3	-		-	-	-

DASHBOARD **MEETINGS** RINGCENTRAL ROOMS ROOM CONNECTOR WEBINARS

Past Meetings > Meeting Details

Meeting ID	Host	User Type	Start Time	End Time	Duration	Participants	PSTN	VoIP	3rd Party Audio	Video	Screen Sharing
149-273-6395	John Smith	Paid Webinar1000	Nov 27, 2017 12:41 PM	01:27 PM	46mins	3	-		-	-	

Participant	Device	IP Address	Location	Network Type	Join Time	Leave Time
John Smith	Windows	XXX.X.XXX.XXX	NY	Wifi	12:41 PM	01:27 PM
Samantha Smith	Windows	XXX.X.XXX.XXX	NY	Wifi	12:43 PM	01:27 PM
Jon Jones	Android	XXX.X.XXX.XXX	NY	Wifi	12:50 PM	01:27 PM

DASHBOARD **MEETINGS** RINGCENTRAL ROOMS ROOM CONNECTOR WEBINARS

Live Meetings > Meeting Details

Meeting ID	Host	User Type	Start Time	Participants	PSTN	VoIP	3rd Party Audio	Video	Screen Sharing
149-273-6395	John Smith	Paid Webinar1000	Nov 28, 2017 09:41 AM	2	-		-	-	-

[Join as an assistant](#)

Overall Audio Video Screen Sharing

Participant	Device	IP Address	Location	Network Type	Join Time	Leave Time
John Smith	Windows	XXX.X.XXX.XXX	NY	Wifi	09:41 AM	
Samantha Smith	Windows	XXX.X.XXX.XXX	NY	Wifi	09:43 AM	

RingCentral Rooms Tab

The **RingCentral Rooms** tab displays the created rooms, including the Room Name, Account Type, Passcode, and Status, including any error messages.

Click on the **Room Name** to review the room's meeting history and the details of each meeting in the room. You can export the room details by clicking **Export to CSV**.

DASHBOARD	MEETINGS	RINGCENTRAL ROOMS	ROOM CONNECTOR	WEBINARS	
3 Rooms					
Search by Room name <input type="text"/> <input type="button" value="Search"/>					
Room Name	Account Type	Passcode	Status	Messages	Meeting ID
Irving_Denver	Exchange/Office 365	1234	Offline		-
Gmail_test2_Mike	Google Service Account	1234	Offline	Selected camera: FaceTime HD Camera (Built-in) Selected microphone: Built-in Microphone (Internal Microphone) Selected speaker: Built-in Output (Internal Speakers) Last started at: Nov 12, 2017 21:51:36 (15 days 11 hours 56 mins)	-
Irving test	No Calendar Integration	1234	Offline	Selected camera: FaceTime HD Camera (Built-in) Selected microphone: Built-in Microphone (Internal Microphone) Selected speaker: Built-in Output (Internal Speakers) Last started at: Nov 6, 2017 18:07:56 (21 days 15 hours 40 mins)	-

DASHBOARD	MEETINGS	RINGCENTRAL ROOMS	ROOM CONNECTOR	WEBINARS							
RingCentral Rooms > Room Details											
Irving test Offline											
Period: Nov 01 2017 PST - Nov 28 2017 PST 28 past meetings Page 1 of 2 <input type="button" value="Export to CSV"/>											
Meeting ID	Host	User Type	Start Time	End Time	Duration	Participants	PSTN	VoIP	3rd Party Audio	Video	Screen Sharing
149-055-2671	1120dev 141	Paid Webinar1000	Nov 07, 2017 01:08 AM	01:17 AM	10mins	3	-	-	-	-	-
149-394-5119	John Smith	Paid Webinar1000	Nov 07, 2017 12:27 AM	12:39 AM	12mins	2	-		-		-
148-973-7230	Irving test	Paid	Nov 05, 2017 10:50 PM	10:50 PM	1mins	2	-		-	-	-
149-038-4458	Irving test	Paid	Nov 05, 2017 10:50 PM	10:50 PM	1mins	2	-		-		-
149-414-4474	Irving test	Paid	Nov 05, 2017 10:50 PM	10:50 PM	1mins	2	-		-	-	-
149-041-4851	Irving test	Paid	Nov 05, 2017 10:49 PM	10:50 PM	1mins	2	-		-	-	-
148-825-4028	Irving test	Paid	Nov 05, 2017 10:49 PM	10:49 PM	1mins	2	-		-	-	-
149-089-1923	Irving test	Paid	Nov 05, 2017 10:49 PM	10:49 PM	1mins	2	-		-		-

Webinars tab

The **Webinars** tab displays the information for **Live Webinars** and **Past Webinars**, including Meeting ID, Host, User Type, Start and End Time, Duration, number of Participants, type of audio, and whether video or screen sharing was used during the webinar. You can export the Webinar report by clicking **Export to CSV**.

Meeting ID	Host	User Type	Start Time	End Time	Duration	Participants	PSTN	VoIP	3rd Party Audio	Video	Screen Sharing
148-640-5245	John Smith	Paid Webinar1000	Nov 19, 2017 10:38 PM	10:41 PM	4mins	1	-	-	-	-	-
148-640-5245	John Smith	Paid Webinar1000	Nov 19, 2017 10:27 PM	10:27 PM	1mins	1	-	-	-	-	-
148-640-5245	John Smith	Paid Webinar1000	Nov 19, 2017 10:25 PM	10:27 PM	2mins	1	-	-	-	-	-
148-640-5245	John Smith	Paid Webinar1000	Nov 19, 2017 10:21 PM	10:23 PM	2mins	1	-	-	-	-	-
149-037-4484	John Smith	Paid Webinar1000	Nov 05, 2017 10:02 PM	01:56 AM(Next day)	2hr 54mins	2	-	🔄	-	-	-
149-850-5301	John Smith	Paid Webinar1000	Nov 05, 2017 06:56 PM	07:11 PM	15mins	3	-	🔄	-	🟢	🟢
149-505-6326	John Smith	Paid Webinar1000	Nov 05, 2017 05:39 PM	05:58 PM	19mins	2	-	🔄	-	-	-
149-505-6326	John Smith	Paid Webinar1000	Nov 01, 2017 02:54 AM	03:17 AM	24mins	1	-	-	-	-	-
149-505-6326	John Smith	Paid Webinar1000	Nov 01, 2017 12:38 AM	12:42 AM	5mins	1	-	-	-	-	-
149-505-6326	John Smith	Paid Webinar1000	Oct 31, 2017 10:26 PM	12:37 AM(Next day)	2hr 12mins	1	-	-	-	-	-

Call Log

For customers who have the Call Me and Call Out features enabled on their RingCentral Meetings account, the **Call Log** option will track when these features are used. A participant joining a meeting can choose the Call Me feature to seamlessly join a meeting's audio conference. A host can use the Call Out feature to invite participants to join a RingCentral Meeting with their phones.

When these features are used, the call minutes will be recorded like a regular phone call on the meeting host's account. If you do not want your employees to use these features for international calls, you can monitor the use here in the **Call Log**.

To generate call log reports:

1. On the **Reports** tab, select **Call Log**.
2. Filter the report duration. You have the option to search and filter specific numbers.
3. Click **Apply** to run the report with your settings.
4. Click **Download** to download a .csv of the report.

You can automate the Call Log report to be sent to your email by selecting **Delivery Settings**. You may set it to send daily, weekly (set which day of the week), or monthly (set the date). On the space provided, enter the email address where the report will be sent.

The screenshot shows the RingCentral Reports interface. On the left sidebar, the 'Reports' tab is selected, and 'Call Log' is highlighted. The main content area shows a filter for 'Last 7 days' and a search box for 'Search Numbers'. Below these is a calendar view for December 2017 and January 2018. The 'Call Log' option in the sidebar is highlighted with an orange box. The 'Apply' button in the top right is also highlighted with an orange box.

This screenshot shows the bottom part of the Reports interface. The 'Download' button is highlighted with an orange box. The 'Delivery Settings' button is also highlighted with an orange box. Below the buttons is a table with columns: 'Outgoing To', 'Date / Time', 'Length', 'Included', and 'Purchased'. There is also a 'Delete All' button.

Call Log Email Delivery Settings ×

Email Delivery Schedule

Daily

Weekly on

Off ▾

Monthly on

Off ▾

Email to

My Meetings

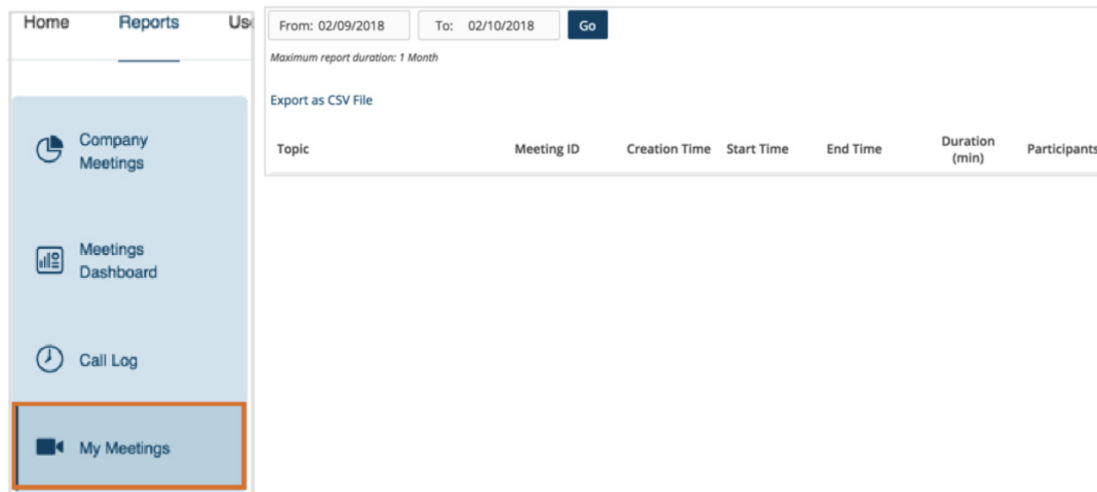
The **My Meetings** feature provides individual users the option of generating their own personal meetings reports. Administrators can access their own details in this area under the **Reports** section of the online account. End users can find the feature in their online accounts if they have been assigned a Meetings license.

The reports produced in this area include information on type of meetings launched, time spent in the meeting, and who attended. The results can be filtered by date with up to one month of data.

To generate a personal usage report:

1. On the **Reports** tab go to My Meetings.
2. Set the duration and click **Go**.

The report will be generated on the page. You can click **Export as CSV File** to download a report of your meetings.



The screenshot displays the RingCentral interface for generating a report. On the left, a sidebar menu under the 'Reports' tab includes 'Company Meetings', 'Meetings Dashboard', 'Call Log', and 'My Meetings', with 'My Meetings' highlighted by an orange border. The main content area shows a date range filter set to 'From: 02/09/2018' and 'To: 02/10/2018', with a 'Go' button. Below this, it indicates 'Maximum report duration: 1 Month' and an 'Export as CSV File' link. A table header is visible with columns: Topic, Meeting ID, Creation Time, Start Time, End Time, Duration (min), and Participants.

Set up RingCentral Meetings User Accounts

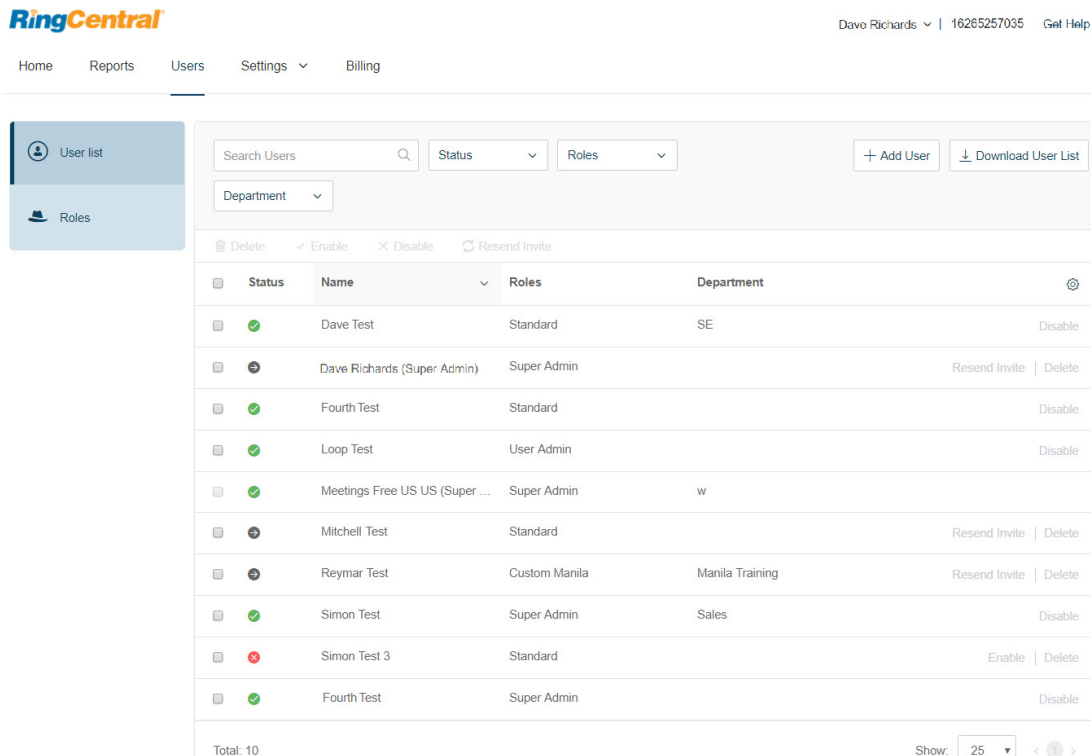
Managing Users in Your Account

The User List displays all of the user accounts you have created. From this area, you can:

- Add new user accounts
- Delete, Enable, and Disable existing users, as well as re-send welcome emails to individuals to activate their accounts
- Download a list of user information
- Assign and unassign Meetings licenses

Assign Licenses

Users activated in your account automatically receive basic RingCentral Meetings and Glip access. However, if you would like to grant them access to an unlimited or large RingCentral Meetings license, you may do from the User List. If you have purchased RingCentral Webinar, that access can also be assigned.



The screenshot shows the RingCentral Admin console interface for the 'Users' section. The top navigation bar includes 'Home', 'Reports', 'Users', 'Settings', and 'Billing'. The user 'Dave Richards' is logged in. The 'Users' page features a sidebar with 'User list' and 'Roles' options. The main content area has a search bar, filters for 'Status' and 'Roles', and a 'Department' dropdown. There are buttons for '+ Add User' and 'Download User List'. Below the filters is a table of users with columns for 'Status', 'Name', 'Roles', and 'Department'. Each row includes a checkbox, a status indicator (green checkmark or red X), and action links like 'Disable', 'Resend Invite', and 'Delete'. The table lists 10 users, including 'Dave Test', 'Dave Richards (Super Admin)', 'Fourth Test', 'Loop Test', 'Meetings Free US US (Super ...)', 'Mitchell Test', 'Reymar Test', 'Simon Test', 'Simon Test 3', and another 'Fourth Test'. At the bottom, it shows 'Total: 10' and a 'Show: 25' dropdown with pagination controls.

Status	Name	Roles	Department	Actions
✓	Dave Test	Standard	SE	Disable
⚙️	Dave Richards (Super Admin)	Super Admin		Resend Invite Delete
✓	Fourth Test	Standard		Disable
✓	Loop Test	User Admin		Disable
✓	Meetings Free US US (Super ...)	Super Admin	w	
⚙️	Mitchell Test	Standard		Resend Invite Delete
⚙️	Reymar Test	Custom Manila	Manila Training	Resend Invite Delete
✓	Simon Test	Super Admin	Sales	Disable
✗	Simon Test 3	Standard		Enable Delete
✓	Fourth Test	Super Admin		Disable

Add Users

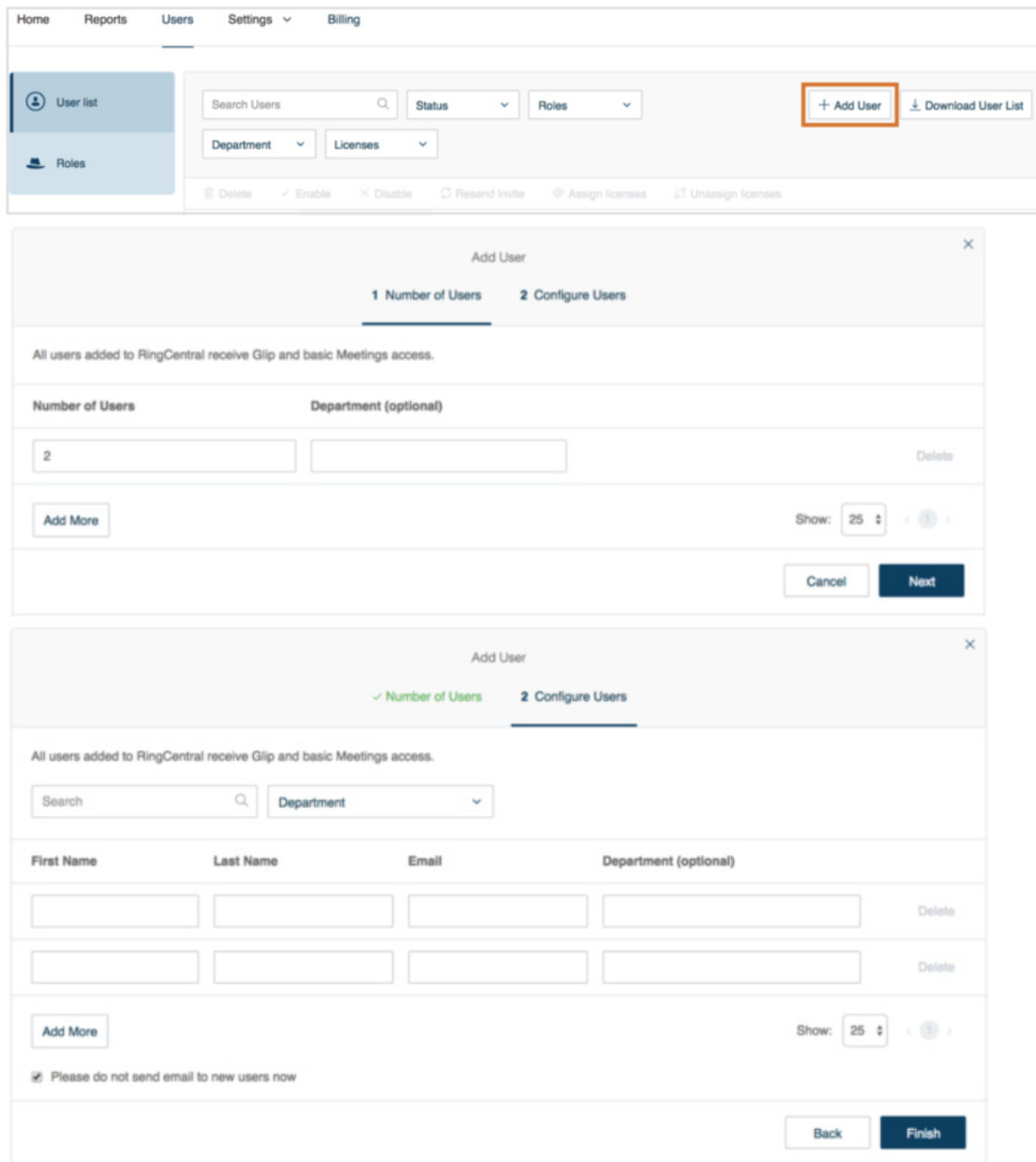
You may add users to your RingCentral Meetings online account by the User List under the Users menu.

To create users in your online account:

1. Select **User List** under the **User** menu.
2. Enter the number of users per department. Click **Add More** if you need more space for additional departments. Click **Next**.
3. Enter the user details: name and email. Click **Add More** if you want to add more users. You have the option to send an email to the new users or skip sending the email by checking the box **Please do not send email to new users now**.
4. Click **Finish**.

A notification window will appear that you have successfully added the users and you will be redirected to the user list page.

Note: the *Standard (International)* role will be assigned to the new users by default.



The screenshot displays the RingCentral Admin interface. At the top, the navigation menu includes Home, Reports, Users, Settings, and Billing. The 'Users' menu is expanded, showing 'User list' and 'Roles'. The 'User list' page features a search bar, filters for Status and Roles, and a '+ Add User' button highlighted with a red box. Below the main content area, there are action buttons: Delete, Enable, Disable, Resend Invite, Assign Licenses, and Unassign Licenses.

The 'Add User' dialog is shown in two stages:

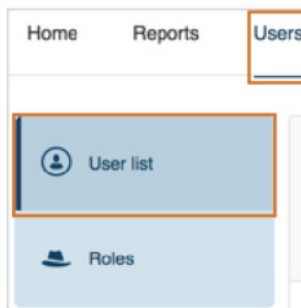
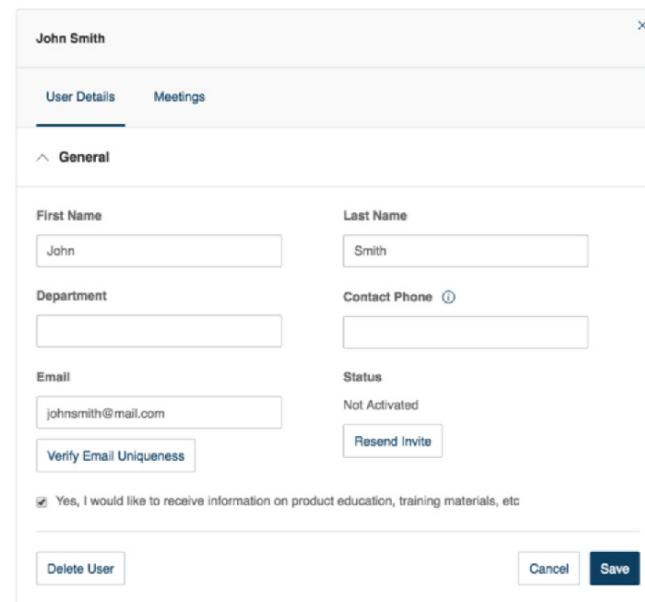
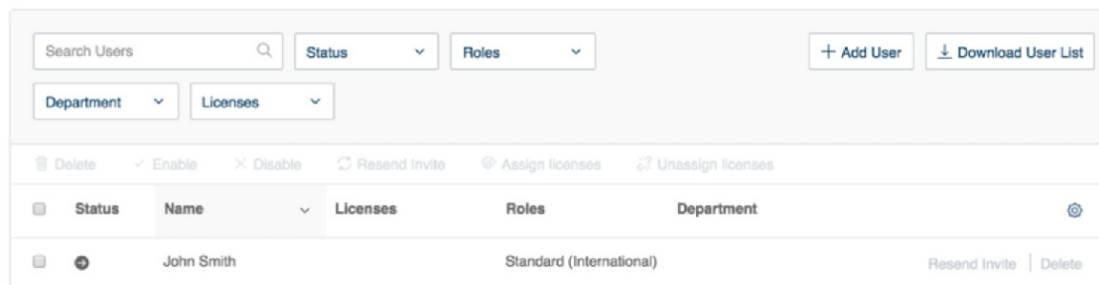
- Step 1: Number of Users**: The dialog prompts for the number of users and an optional department. The 'Number of Users' field contains '2'. An 'Add More' button is visible. The 'Show' dropdown is set to '25'.
- Step 2: Configure Users**: The dialog shows a table for entering user details. The table has columns for First Name, Last Name, Email, and Department (optional). Two rows are visible, each with a 'Delete' button. Below the table, there is an 'Add More' button, a checked checkbox for 'Please do not send email to new users now', and 'Back' and 'Finish' buttons.

Configure User Details

On your RingCentral Meetings account you may configure user details by selecting a user from the User List and customizing the user details.

To configure a user's details:

1. Select **User List** from the **Users** menu.
2. Select a user from the user list.
3. On the User Details tab, you may change:
 - First Name
 - Last Name
 - Department
 - Contact Phone
 - Email
 - Status
4. On the Meetings tab, you may change:
 - First Name
 - Last Name
 - Department
 - Contact Phone
 - Email
 - Status
5. Click **Save**.

Status	Name	Licenses	Roles	Department
Standard (International)	John Smith			

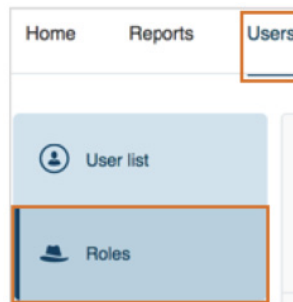
Assign Users to a Role

You may assign multiple users to a role. You may also assign a user individually to a role through the user's settings.

Assign Multiple Users to a Role

To assign multiple users to a role:

1. Select **Roles** from the **Users** menu.
2. Select a role.
3. On the **Assigned Users** tab, click **Assign Users**.
4. Check the users you want to assign to the role.
5. Click **Save**.



Roles give admins the ability to control what users can do within the system. A role is a collection of permissions which could be based on a job function. **Standard (International)** is assigned to new users by default.

Search Roles

Role Name	Type of Role	Description
Billing Admin	Predefined	Billing functions plus Standard International functions.
Standard	Predefined	User level access without international dialing access.
Standard (International)	Predefined	User level access with international dialing access.
Super Admin	Predefined	Full system access.
User Admin	Predefined	User management functions for all users plus Standard International.

< Back Billing Admin

Overview Search Department

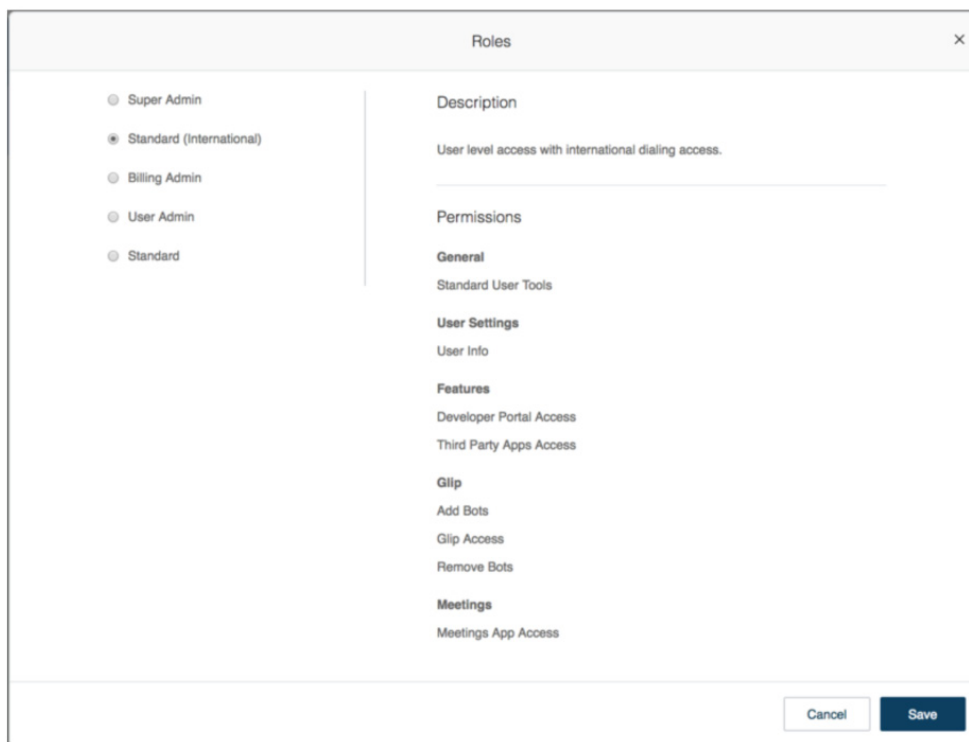
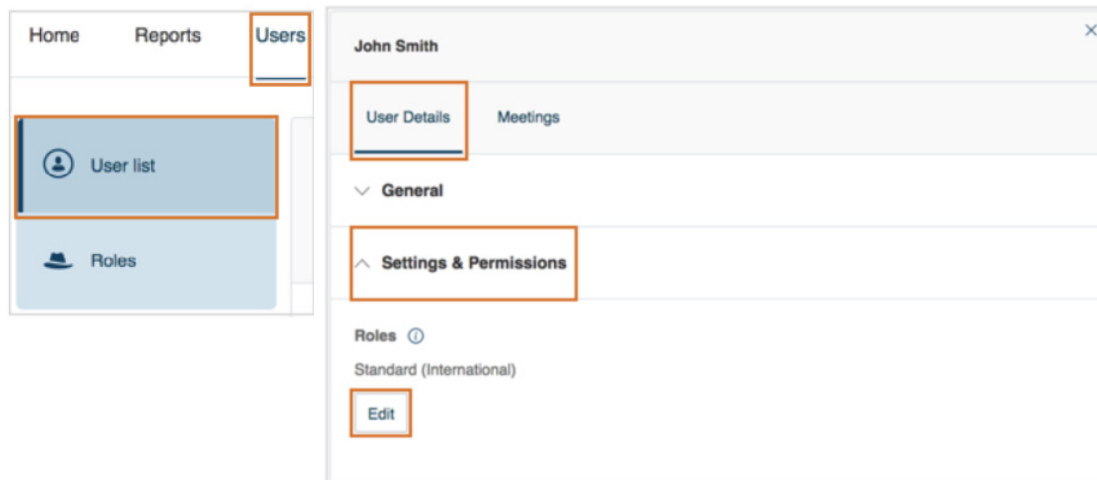
Assigned Users Remove

Name	Department

Assign a Role to a Single User

To assign a role to a single user:

1. Select **User List** from the **Users** menu.
2. Select a user from the list.
3. Go to **User Details > Settings and Permissions**.
4. Click **Edit** under **Roles**.
5. Check the role you want to assign to the user.
6. Click **Save**.

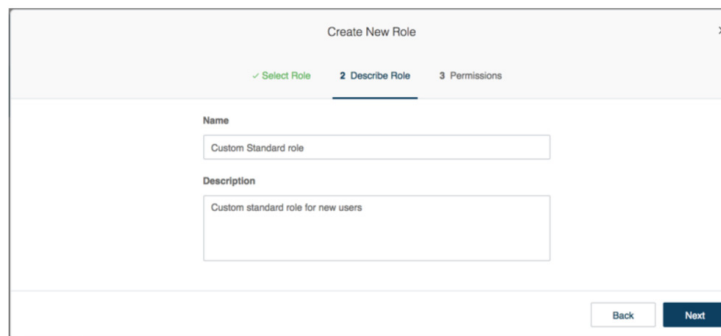
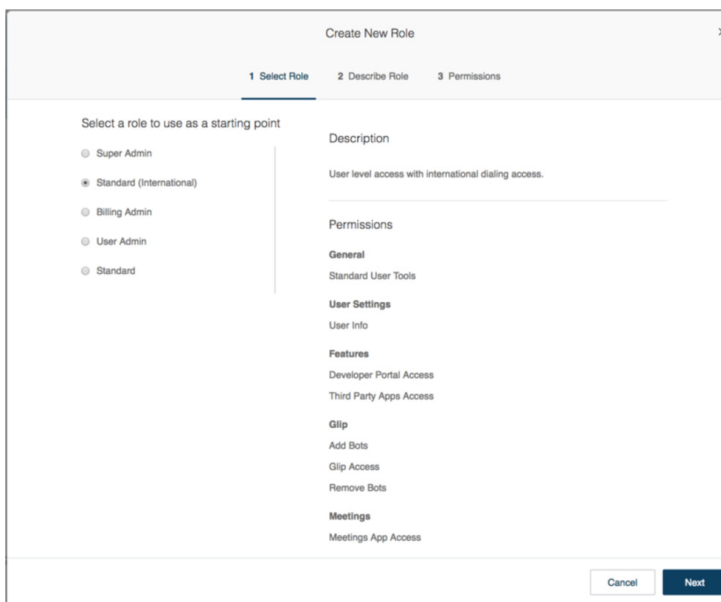
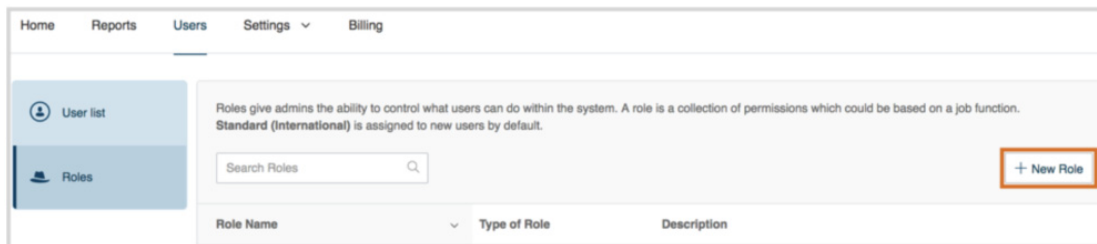


Create a Custom Role

You can create a new custom role on your Meetings account by adding a New Role through the Roles section of the User menu.

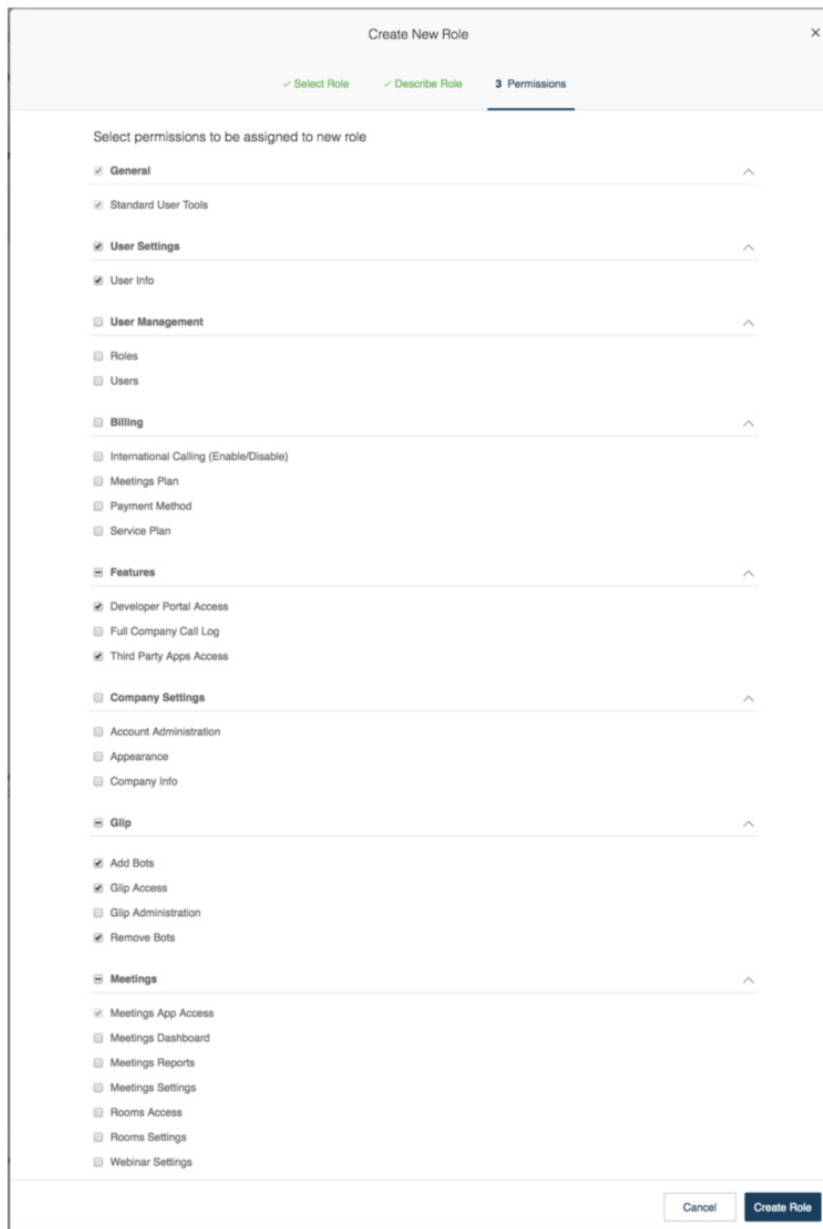
To create a new custom role:

1. Select **Roles** from the **User** menu.
2. Click the **New Role** button.
3. Select a role to use as an initial template. You can then customize the permissions that you will assign to the new role.
4. Enter a name and description for the role.
5. Click **Next**.



6. Select the permissions you want to assign to the new role. Features are grouped into categories matching the product user interface. Check the boxes on permissions you want to grant.
7. Click **Create Role**.

You receive a confirmation message that the role has been created successfully. You can select **Assign** to assign multiple users to the role.



Create New Role

✓ Select Role ✓ Describe Role 3 Permissions

Select permissions to be assigned to new role

- General
 - Standard User Tools
- User Settings
 - User Info
- User Management
 - Roles
 - Users
- Billing
 - International Calling (Enable/Disable)
 - Meetings Plan
 - Payment Method
 - Service Plan
- Features
 - Developer Portal Access
 - Full Company Call Log
 - Third Party Apps Access
- Company Settings
 - Account Administration
 - Appearance
 - Company Info
- Glip
 - Add Bots
 - Glip Access
 - Glip Administration
 - Remove Bots
- Meetings
 - Meetings App Access
 - Meetings Dashboard
 - Meetings Reports
 - Meetings Settings
 - Rooms Access
 - Rooms Settings
 - Webinar Settings

Cancel Create Role

Meetings Settings

Meetings settings allow you to configure company information, and account-level or individual settings for meetings. The following settings are available for editing by users or administrators:

- Company Settings
- Glip Administration
- Meetings Settings
- My Settings

Company Settings

You can access the company information and appearance settings through **Company** under the Settings menu.

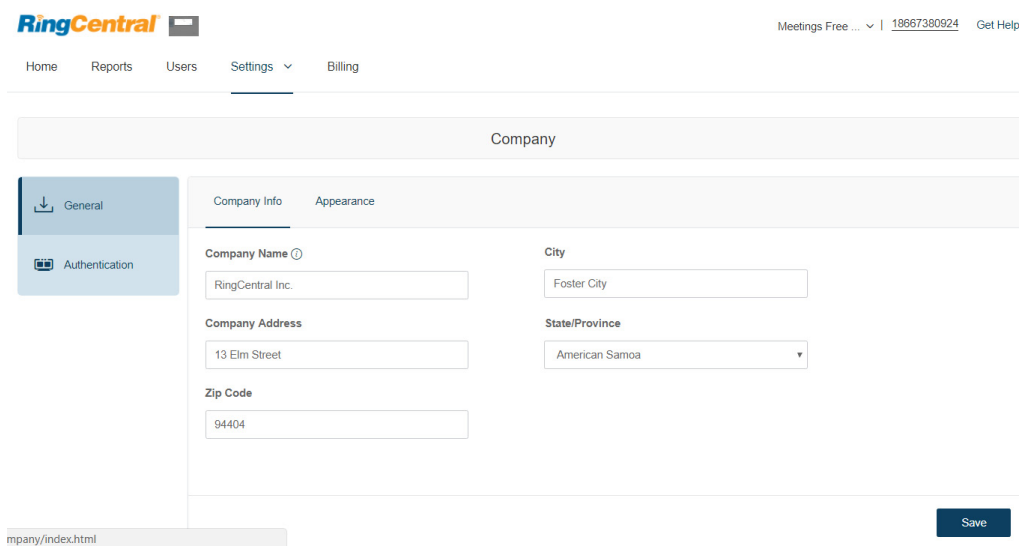
Configure Company General Settings

To configure company general settings:

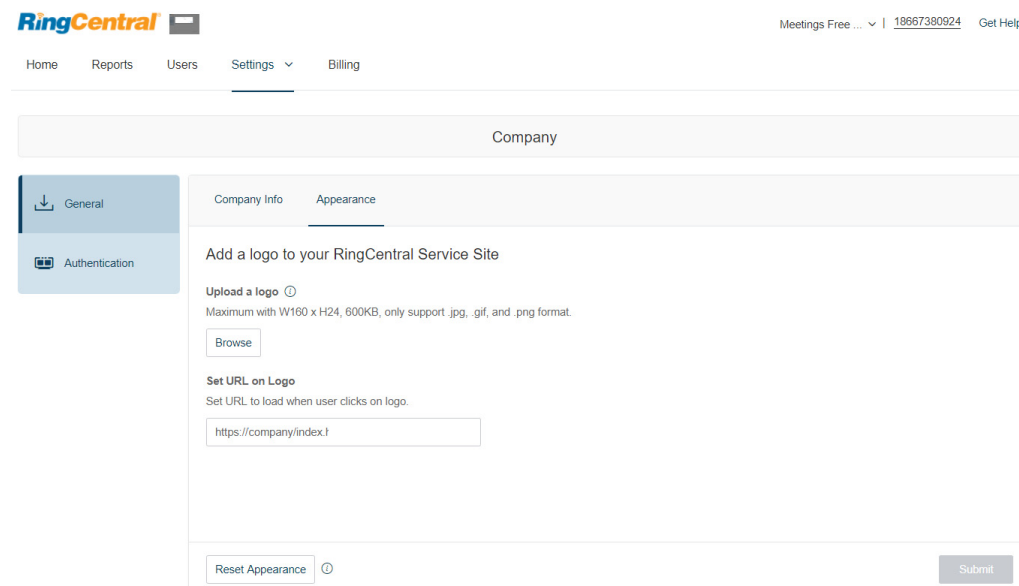
1. Go to **Settings > Company**.
2. Change the company information as needed.
3. Click **Save**.
4. Click the **Appearance** tab.
5. You may upload a logo with these parameters:
 - Only JPEG, GIF, or PNG files may be uploaded
 - Only one graphic image may be displayed
 - Maximum file size 600kB
 - Optimal picture size 160 x 24 pixels
6. Enter the URL to load when a user clicks on logo.
7. Click **Submit**.

The logo appears by RingCentral in your online account.

Note: clicking on **Reset Appearance** resets the URL link and removes the logo from your online account.



The screenshot shows the RingCentral Admin console. The top navigation bar includes Home, Reports, Users, Settings (selected), and Billing. The user is logged in as 'Meetings Free ... | 19867380924'. The main content area is titled 'Company' and has two tabs: 'Company Info' (selected) and 'Appearance'. Under 'Company Info', there are several form fields: 'Company Name' (RingCentral Inc.), 'City' (Foster City), 'Company Address' (13 Elm Street), 'State/Province' (American Samoa), and 'Zip Code' (94404). A 'Save' button is located at the bottom right of the form.



The screenshot shows the RingCentral Admin console with the 'Appearance' tab selected. The main content area is titled 'Company' and has two tabs: 'Company Info' and 'Appearance' (selected). Under 'Appearance', there is a section 'Add a logo to your RingCentral Service Site'. It includes an 'Upload a logo' section with a 'Browse' button and a note: 'Maximum with W160 x H24, 600KB, only support .jpg, .gif, and .png format.' Below that is a 'Set URL on Logo' section with a text input field containing 'https://company/index.t'. At the bottom, there is a 'Reset Appearance' button and a 'Submit' button.

Configure Company Authentication Settings

To configure company authentication settings:

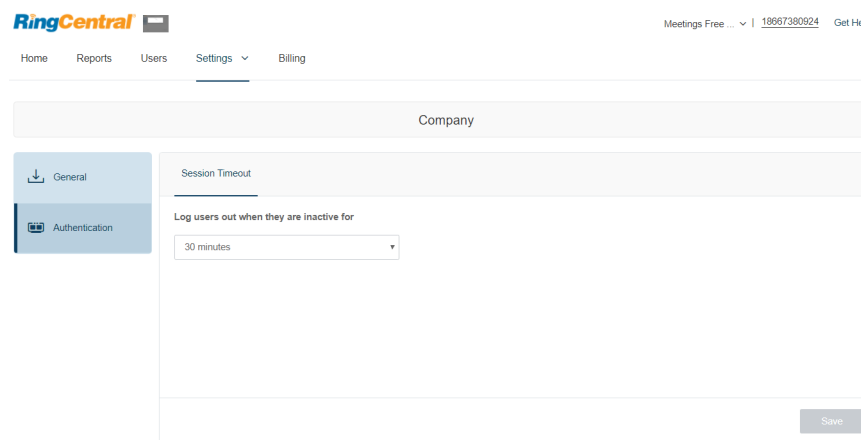
1. Go to **Settings > Company**.
2. Click the **Authentication** tab.
3. You can configure the following settings on the **Authentication** tab:

Session Timeout

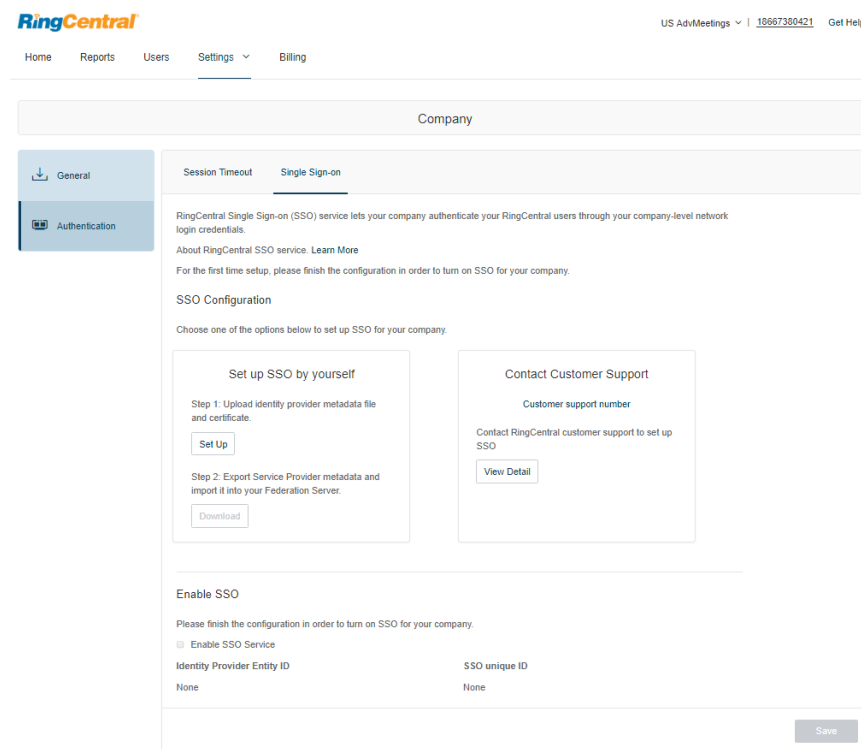
Log users out when they are inactive for this duration.

Single-Sign On

RingCentral Single-Sign-on (SSO) service lets your company authenticate your RingCentral users through your company-level network login credentials. For more information on SSO, see [Setting up RingCentral Single Sign-On](#).



The screenshot shows the RingCentral Admin console interface. At the top, there is a navigation bar with the RingCentral logo, a user profile icon, and the text "Meetings Free ... | 18667380421 | Get Help". Below the navigation bar are tabs for "Home", "Reports", "Users", "Settings", and "Billing". The "Settings" tab is active, and the "Company" settings page is displayed. On the left side, there is a sidebar with two tabs: "General" and "Authentication". The "Authentication" tab is selected. The main content area shows the "Session Timeout" section. It contains a heading "Session Timeout" and a sub-heading "Log users out when they are inactive for". Below this is a dropdown menu currently set to "30 minutes". At the bottom right of the main content area, there is a "Save" button.



The screenshot shows the RingCentral Admin console interface, specifically the "Single Sign-on" configuration page. At the top, there is a navigation bar with the RingCentral logo, a user profile icon, and the text "US AdvMeetings | 18667380421 | Get Help". Below the navigation bar are tabs for "Home", "Reports", "Users", "Settings", and "Billing". The "Settings" tab is active, and the "Company" settings page is displayed. On the left side, there is a sidebar with two tabs: "General" and "Authentication". The "Authentication" tab is selected. The main content area shows the "Single Sign-on" section. It contains a heading "Single Sign-on" and a sub-heading "RingCentral Single Sign-on (SSO) service lets your company authenticate your RingCentral users through your company-level network login credentials." Below this is a sub-heading "About RingCentral SSO service. [Learn More](#)". Further down, it says "For the first time setup, please finish the configuration in order to turn on SSO for your company." The "SSO Configuration" section follows, with the instruction "Choose one of the options below to set up SSO for your company." There are two main options: "Set up SSO by yourself" and "Contact Customer Support". The "Set up SSO by yourself" option has two steps: "Step 1: Upload identity provider metadata file and certificate." with a "Set Up" button, and "Step 2: Export Service Provider metadata and import it into your Federation Server." with a "Download" button. The "Contact Customer Support" option has a sub-heading "Customer support number" and the text "Contact RingCentral customer support to set up SSO" with a "View Detail" button. Below these options is the "Enable SSO" section, which says "Please finish the configuration in order to turn on SSO for your company." and has a checkbox for "Enable SSO Service". Below this are two fields: "Identity Provider Entity ID" and "SSO unique ID", both currently set to "None". At the bottom right of the main content area, there is a "Save" button.

Glip Administration

You can configure your RingCentral Glip settings through your Meetings account. You can access the Glip administration settings through **Glip Administration** under the Settings menu.

To configure your RingCentral Glip settings:

1. Go to **Settings > Glip**.
2. Under **Glip Settings** click **Edit**.
3. Go to **Administration > Configuration**.
4. The Glip Administration page will open in a new window where you can configure your Glip settings.

The Administrators section lists all of your company's Glip administrators (admins). By default, the first person at your company to sign up for Glip is an admin.

For more information on Glip administration, see [this knowledgebase article](#). To learn about RingCentral Glip, see the [RingCentral Glip online user guide](#).

Administration

Administrators

[ADD](#)

noSomething New (me)
● alexk+2017@email.com

Company Settings

Allow employees to add people to Glip?
Allow employees to add other co-workers & guests

File Sharing
Control which services may be used to share files [MANAGE](#)

Allow Giphy Sharing?
Allow people to share GIFs from Giphy Max rating of PG-13 ⌵

Data Retention

Data Retention Policy
All messages are kept forever [EDIT](#)

Compliance Exports

You and other designated admins can export all of your company's data on Glip. [Learn more about compliance exports.](#)

Meetings Settings

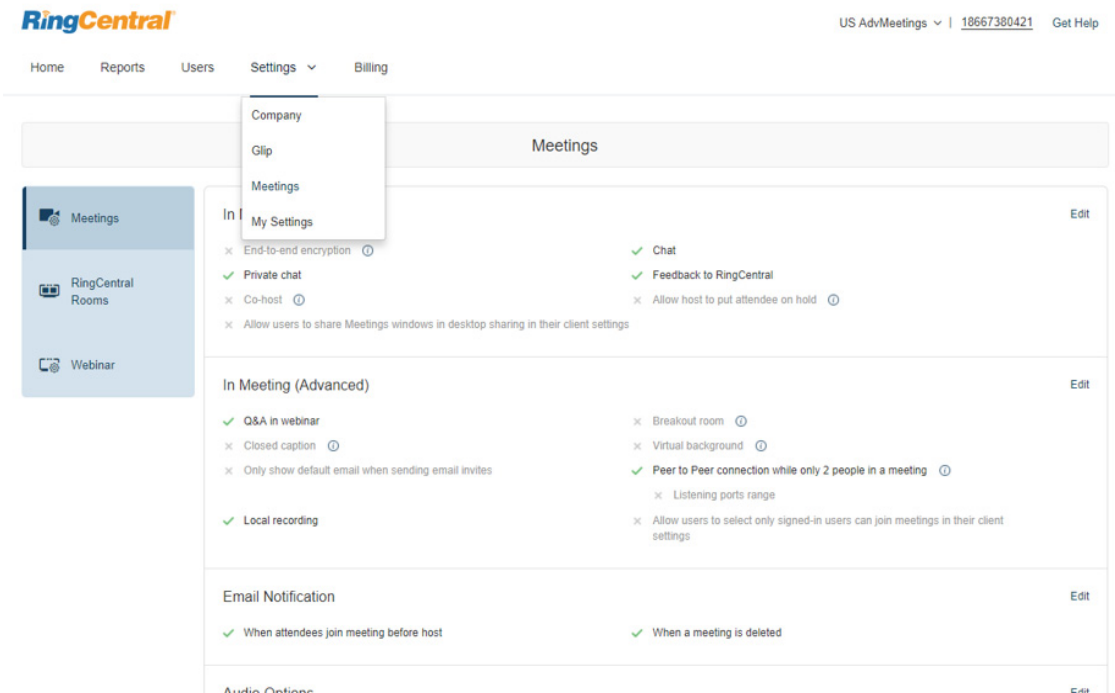
Administrators can configure account-level Meetings settings for all Meetings users. The following sections describe the available settings you can configure.

- Configure RingCentral Meetings Settings
- Configure RingCentral Rooms Settings
- Configure RingCentral Webinar Settings

Configure RingCentral Meetings Settings

To configure Meetings settings:

1. Go to **Settings > My Settings**.
2. Click the **Meetings** tab.
3. You can configure the following settings:
 - Basic
 - Advanced
 - Notification



The screenshot displays the RingCentral Admin console interface. At the top, the RingCentral logo is on the left, and the user's location and account ID are on the right. The navigation bar includes 'Home', 'Reports', 'Users', 'Settings', and 'Billing'. The 'Settings' dropdown menu is open, showing options for 'Company', 'Glip', 'Meetings', and 'My Settings'. The 'Meetings' tab is selected in the left sidebar. The main content area is titled 'Meetings' and contains several sections of settings:

- In Meeting:** Includes settings for 'End-to-end encryption', 'Private chat', 'Co-host', 'Allow users to share Meetings windows in desktop sharing in their client settings', 'Chat', 'Feedback to RingCentral', and 'Allow host to put attendee on hold'.
- In Meeting (Advanced):** Includes settings for 'Q&A in webinar', 'Closed caption', 'Only show default email when sending email invites', 'Local recording', 'Breakout room', 'Virtual background', 'Peer to Peer connection while only 2 people in a meeting', 'Listening ports range', and 'Allow users to select only signed-in users can join meetings in their client settings'.
- Email Notification:** Includes settings for 'When attendees join meeting before host' and 'When a meeting is deleted'.

Configure RingCentral Rooms Settings

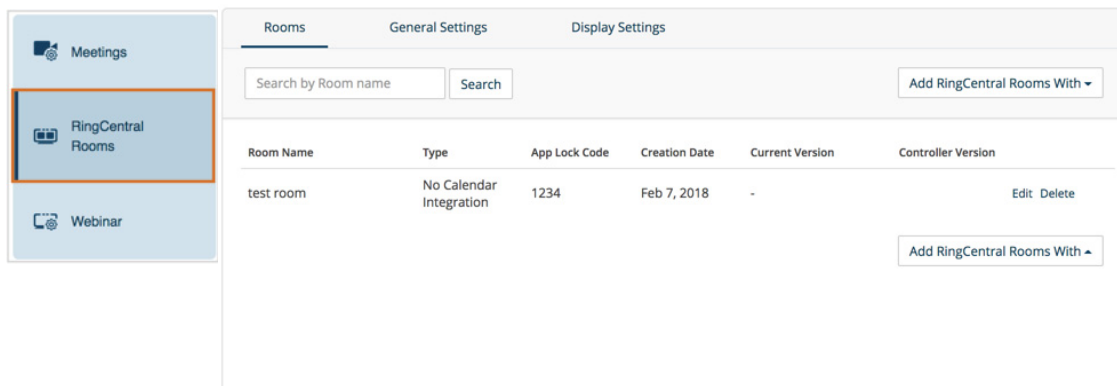
RingCentral Rooms is an add-on service that requires a Rooms license. You can configure your Rooms settings in your Meetings account through Meetings in the Settings menu. To configure your Rooms settings:

1. Go to **Settings > Meetings**.
2. Select the **RingCentral Rooms** tab.
3. You can configure the following settings:

Rooms

In the **Rooms** tab, you can view all the rooms that are configured with RingCentral Rooms licenses in your online account. Information is displayed for each room:

- **Room Name:** The name you assigned when creating the conference room.
- **Type:** The type of calendar integration with the conference room.
- **App Lock Code:** The numeric code that controls access to the iPad controller settings.
- **Creation Date:** The date when you created the conference room.
- **Current Version:** The version of RingCentral Rooms software installed on the Mac or Windows machine.
- **Controller Version:** The version of software installed on the iPad controller. When a newer release becomes available, you can click to upgrade here (or, you can downgrade to an earlier version).



Room Name	Type	App Lock Code	Creation Date	Current Version	Controller Version
test room	No Calendar Integration	1234	Feb 7, 2018	-	Edit Delete

General Settings

In the **General Settings** tab, you can configure event notifications, advanced settings, support contact information, and background image.

To configure event notifications, indicate the events for which you want to receive notifications. In **Email Recipients**, enter the email addresses to get notifications. Use a semicolon to separate email addresses.

Configure these **Advanced settings**:

- Upcoming meeting alert: enable receiving a meeting alert on the iPad controller 10 minutes before start of a scheduled meeting.
- Start AirPlay service manually: enable users to start AirPlay service manually with the RingCentral Rooms Mac.
- Weekly system restart: enable auto restart of your computer weekly (Saturday), between the hours of 2:00–4:00 a.m. (local time on the computer), when no meeting is in progress.
- Display meeting list on TV: display all upcoming meetings on your TV, monitor or projector display. Requires meetings to be scheduled in Google, or Microsoft Exchange.
- Automatic direct sharing using ultrasonic proximity signal: enables the iPad controller to generate an ultrasonic signal that can be detected by the Meetings desktop app.
- Display end of meeting experience survey: prompt attendees with a feedback survey.

Click **Upload** to add a background image for RingCentral Rooms. This is an image of 1920 x 1080 maximum resolution, and 5 MB size.

Click **Save** to save your settings.

Rooms
General Settings
Display Settings

Enter email to get following event notifications:

- Controller (iPad) disconnected
- Selected mic, speaker or camera has disconnected ⓘ
- Low bandwidth network is detected
- RingCentral room is offline
- Controller (iPad) battery is low
- High CPU usage is detected

Email recipients:

Use semicolon to separate multiple email addresses.

Advanced settings:

- Upcoming meeting alert
- Start AirPlay service manually
- Weekly system restart
- Display meeting list on TV
- Automatic direct sharing using ultrasonic proximity signal
- Display end-of-meeting experience feedback survey

Support contact of your IT team:

Support Email

Support Phone

Background image for RingCentral Rooms (Max. 1920 x 1080, 5 MB)

Upload

Save

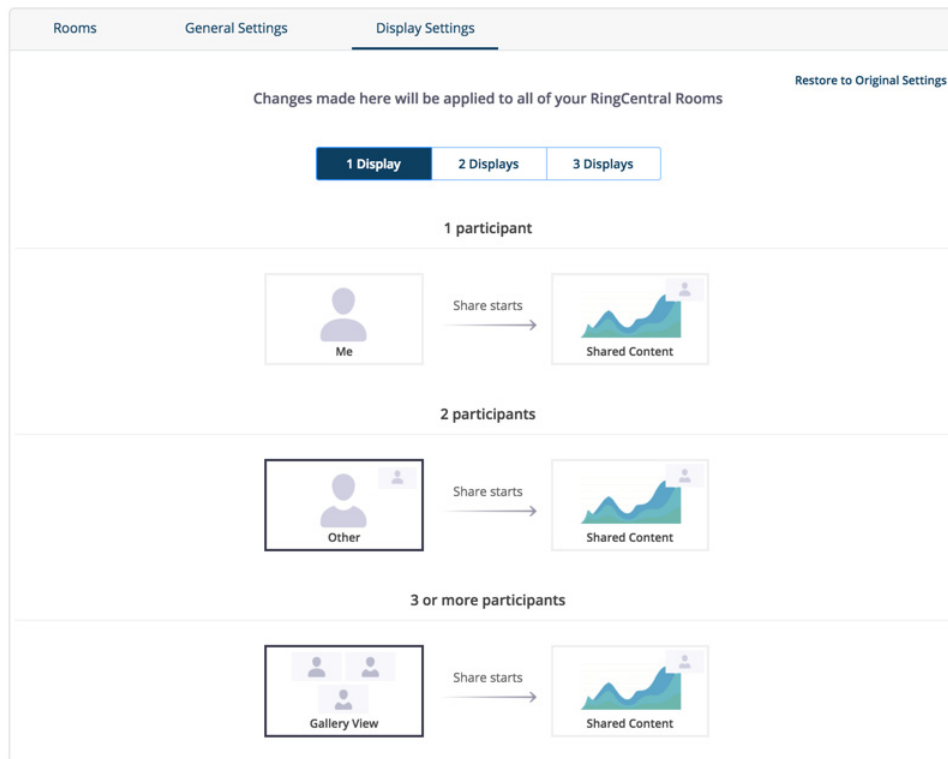
Display Settings

RingCentral Rooms supports multiple displays. The RingCentral Rooms display settings you can configure in this section apply to video and content display in all of your rooms. What users can see on each screen depends on the number of participants and whether anyone is sharing a screen.

Note: to customize individual rooms, go to the Rooms tab, click a room name, and select **Display Settings**.

To set display settings for RingCentral Rooms:

1. Click **RingCentral Rooms** in the **Settings** menu.
2. Click the **Display Settings** tab.
3. You can customize the default screen views on one, two, or three displays. For each display configuration, select the default screen views for each number of participants. At least one screen must be set to Shared Content.
4. Click **Save Changes** to save your settings, or click **Restore to Original Settings** if needed.



The screenshot shows the 'Display Settings' tab in the RingCentral interface. At the top, there are three tabs: 'Rooms', 'General Settings', and 'Display Settings'. Below the tabs, a message states: 'Changes made here will be applied to all of your RingCentral Rooms' with a 'Restore to Original Settings' link. There are three buttons for display configurations: '1 Display' (selected), '2 Displays', and '3 Displays'. The interface is divided into three sections based on the number of participants:

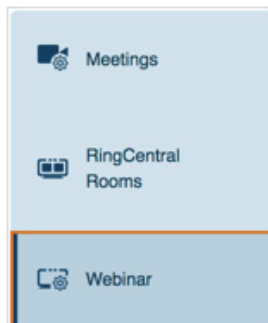
- 1 participant:** Shows a 'Me' icon on the left and a 'Shared Content' icon on the right, with an arrow labeled 'Share starts' pointing from the 'Me' icon to the 'Shared Content' icon.
- 2 participants:** Shows an 'Other' icon on the left and a 'Shared Content' icon on the right, with an arrow labeled 'Share starts' pointing from the 'Other' icon to the 'Shared Content' icon.
- 3 or more participants:** Shows a 'Gallery View' icon on the left and a 'Shared Content' icon on the right, with an arrow labeled 'Share starts' pointing from the 'Gallery View' icon to the 'Shared Content' icon.

Configure RingCentral Webinar Settings

RingCentral Webinar is an add-on service for RingCentral Meetings that lets you host virtual events and online training with up to 10,000 attendees, joining from desktop, tablet and smart devices.

The Webinar setting for your account can be changed by the Super Admin and Webinar license owner. To configure your Webinar settings:

1. Go to **Settings > Meetings**.
2. Select the **Webinar** tab.
3. On the Webinar tab configure these settings:



Branding

Click **Upload** to customize your banner and logo. The requirements are provided to upload an optimal image for your banner and logo.

Branding	
Banner	Your banner is displayed at the top of your invitation page. Upload
Requirements	
<ul style="list-style-type: none">• GIF/JPG/JPEG or 24-bit PNG (no alpha)• Dimensions: 640px by 200px (Suggested)• Your banner cannot exceed the maximum dimensions of 1280px by 400px.• Maximum file size: 1024KB	
Logo	Your logo is displayed on the right side of the webinar topic on your invitation page, registration page, and in the email invitation to the webinar. Upload
Requirements	
<ul style="list-style-type: none">• JPG/JPEG or 24-bit PNG (no alpha)• Dimensions: 200px by 200px (Suggested)• Your logo cannot exceed the maximum dimensions of 400px by 400px.• Maximum file size: 300KB	

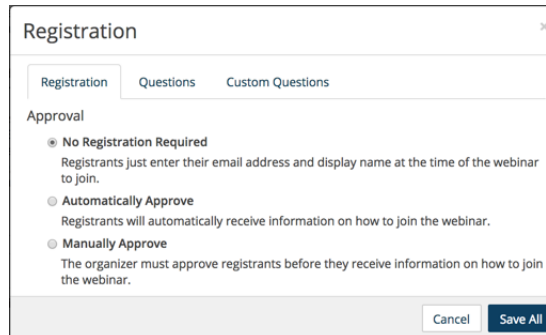
Registration Settings

Edit RingCentral Webinar registration settings to customize how registrants register for and join webinars. Click **Edit** to configure:

- **No Registration Required:** When this option is selected, recipients will be given a URL to join the webinar and will have to enter their name and email to join.
- **Automatically Approve:** When this option is selected, the webinar host will not need to approve every registrant. Registrants will automatically receive a confirmation once registration is complete.
- **Manually Approve:** When this option is selected, the webinar host will need to approve every registration. To save the settings, click **Save All**.

Edit the **Questions** tab to add pre-defined questions into the RingCentral Webinar registration. Select the fields that will appear on the registration page and set the required fields. Check the Required field if any question field is mandatory.

On the **Custom Questions** tab, click **New Question** to create customized questions that are either short answer or multiple choice on your Attendee Webinar Registration. You are prohibited from requesting confidential personal information (such as credit card or social security numbers) in your registration.



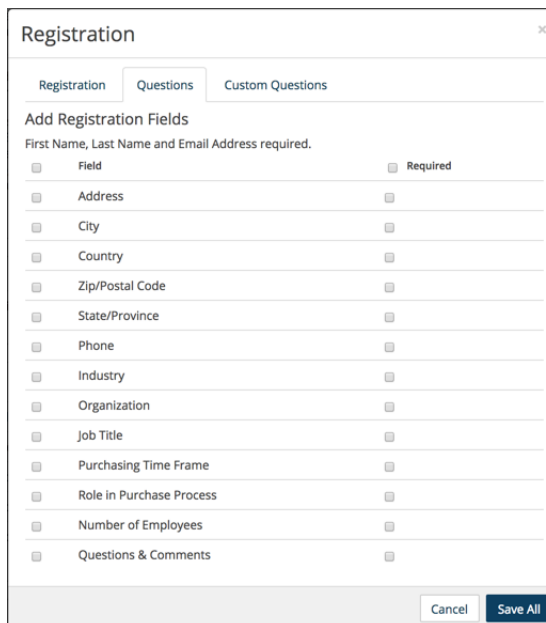
Registration [X]

Registration Questions Custom Questions

Approval

- No Registration Required**
Registrants just enter their email address and display name at the time of the webinar to join.
- Automatically Approve**
Registrants will automatically receive information on how to join the webinar.
- Manually Approve**
The organizer must approve registrants before they receive information on how to join the webinar.

Cancel Save All



Registration [X]

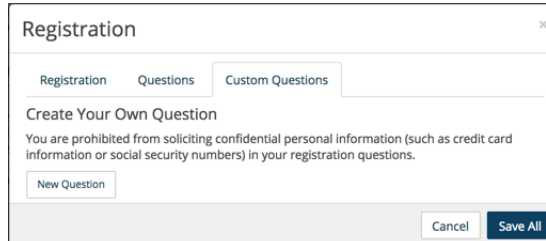
Registration Questions Custom Questions

Add Registration Fields

First Name, Last Name and Email Address required.

Field	Required
<input type="checkbox"/> Address	<input type="checkbox"/>
<input type="checkbox"/> City	<input type="checkbox"/>
<input type="checkbox"/> Country	<input type="checkbox"/>
<input type="checkbox"/> Zip/Postal Code	<input type="checkbox"/>
<input type="checkbox"/> State/Province	<input type="checkbox"/>
<input type="checkbox"/> Phone	<input type="checkbox"/>
<input type="checkbox"/> Industry	<input type="checkbox"/>
<input type="checkbox"/> Organization	<input type="checkbox"/>
<input type="checkbox"/> Job Title	<input type="checkbox"/>
<input type="checkbox"/> Purchasing Time Frame	<input type="checkbox"/>
<input type="checkbox"/> Role in Purchase Process	<input type="checkbox"/>
<input type="checkbox"/> Number of Employees	<input type="checkbox"/>
<input type="checkbox"/> Questions & Comments	<input type="checkbox"/>

Cancel Save All



Registration [X]

Registration Questions Custom Questions

Create Your Own Question

You are prohibited from soliciting confidential personal information (such as credit card information or social security numbers) in your registration questions.

Cancel Save All

Email Settings

Click **Edit** to customize your settings for Invitation email, Confirmation email, reminder email, and follow-up email.

Integrations



Click **Configure** to set up Webinar integration with Marketo or Salesforce Pardot. For a step-by-step guide on Webinar integrations, see:

- [RingCentral Webinar Integration with Marketo.](#)
- [RingCentral Webinar Integration with Pardot.](#)

API Credential

Click **Regenerate** to generate a new API Secret.

Email Settings		Select Email Language: English (U.S.)
Invitation Email to Panelists		Edit
Confirmation Email to Registrants: Send upon registration		Send me a preview email Edit
No reminder email to Attendees and Panelists		Edit
No follow-up email to Attendees		Edit
No follow-up email to Absentees		Edit

Integrations		
 Marketo	The RingCentral for Marketo integration will allow you to generate Marketo leads from participants that joined a RingCentral Webinar. It will also allow you to push information captured on Marketo to a RingCentral Webinar. Document>>	Configure
 Salesforce Pardot	The RingCentral integration with Pardot will allow you to capture information from prospects that registered and/or attended a RingCentral Webinar. Once the information is captured in Pardot, standard market automation processes to follow up and/or promote offers can be sent to these prospects. Document>>	

API Credential		
API Key:	XXXXXXXXXX	
API Secret:	XXXXXXXXXX	Hide Regenerate

My Settings

Your Meetings accounts allows users to configure their individual settings for Meetings through their online account. Administrators (User Admin or Super Admin) can also configure the Meetings settings of other users.

To configure your individual Meetings settings:

1. Go to **Settings > My Settings**.
2. Click the **User Details** tab.
3. Update any of your user settings as needed.
4. You can view the permissions for your role under the **Settings and Permissions** tab.
5. Click the **Meetings** tab.
6. You can configure the following settings:
 - Basic
 - Advanced
 - Notification
7. Click **Save**.

For a description of these RingCentral Meetings settings, see the [this knowledgebase article](#). For example, if you enable the Breakout rooms feature, the **Breakout Rooms** feature icon will become available for participants of your meeting to use in-meeting from the Meetings desktop application user interface.

To configure another user's settings (as admin):

1. Go to **Users > User List**.
2. Click the **Meetings** tab.
3. Click **Edit** by **Edit this user's meeting settings...**
4. You will be redirected to the user's settings page.
5. Complete your changes to the user's settings.
6. Click **Save**.

RingCentral Meetings Free ... | 18667380924 Get Help

Home Reports Users **Settings** Billing

My Settings

User Details **Meetings**

General Settings and Permissions

First Name: Meetings Free US Last Name: US

Department: Finance Contact Phone: +1 (978) 555-1212

Email: meetings@ringcentral.com Status: Enabled

Password: Change Password

Yes, I would like to receive information on product education, training materials, etc

Save

RingCentral Meetings Free ... | 18667380924 Get Help

Home Reports Users **Settings** Billing

My Settings

User Details **Meetings**

Profile Edit

Personal Meeting ID: 596-419-0940

In Meeting (Basic) Edit

End-to-end encryption, Allow host to put attendees on hold, Feedback to RingCentral, Chat, Play sound on join/leave, Annotation

In Meeting (Advanced) Edit

Breakout room, Virtual background, Share dual camera, Waiting room, Automatic recording, Remote support, Far end camera control, Attention tracking, Local recording

Email Notification Edit

When attendees join meeting before host, When a meeting is deleted

Chat Closed Caption **Breakout Rooms**

Billing

View Subscription

The **Subscription** tab provides data related to your RingCentral Meeting subscription, usage, calling rates, and billing history.

View Subscription Data

The **Overview** tab provides information on your subscription plan, billing cycle, current bill, and total charges per month.

The screenshot shows the RingCentral Billing interface. At the top right, it displays 'US AdvMeetings' and the account ID '18667380421'. The main navigation includes Home, Reports, Users, Settings, and Billing. A left sidebar contains 'Subscription', 'Payment Method', and 'Licenses Management'. The 'Subscription' tab is active, showing sub-tabs for Overview, Plan Usage, Calling Rates, and Billing History. The 'Overview' sub-tab is selected, displaying the following information:

- Subscription Plan:** RingCentral Office Standard
- Billing Cycle:** Monthly (with a link to 'Change Billing Cycle')
- Current Bill:** 02/04/2018 - 03/03/2018
- Total Charges Per Month*:** (The value is not explicitly shown, but the label is present)

Below this information, there is a section for 'Subscription Plan Details' and a 'Cancel Subscription' button at the bottom.

View Plan Usage

The Plan Usage tab provide information on Outbound Local Usage and Purchased Calling Credits. You can click Edit to configure the Auto Purchase feature to ensure you do not run out of calling credits.

When you select a package, it will be automatically purchased when you are running low on calling credits, which prevents any potential interruption of service. Purchased funds will roll over month-to-month for up to 12 months.

The screenshot shows the RingCentral Billing interface. At the top right, it displays 'US AdvMeetings' and the account ID '18667380421'. The navigation menu includes Home, Reports, Users, Settings, and Billing. On the left sidebar, there are three main sections: Subscription, Payment Method, and Licenses Management. The main content area is titled 'Plan Usage' and contains the following information:

- Outbound Local Usage:** 0 used of 12,903 minutes
- Purchased Calling Credits:** \$0.00 available
- An **Edit** button is located below the credit information.

The screenshot shows the RingCentral Billing interface for configuring the Auto-Purchase feature. At the top right, it displays 'US AdvMeetings' and the account ID '18667380421'. The navigation menu includes Home, Reports, Users, Settings, and Billing. On the left sidebar, there are three main sections: Subscription, Payment Method, and Licenses Management. The main content area is titled 'Auto-Purchase' and contains the following information:

- Auto-Purchase:** A descriptive paragraph explaining that the feature ensures users never run out of calling credits and that purchased funds will roll over for up to 12 months.
- Credits Package:** Two radio button options are available:
 - \$20.00 (equivalent to 513 Plan minutes at 4¢)
 - \$100.00 (equivalent to 2,565 Plan minutes at 4¢)
- At the bottom right, there are **Cancel** and **Save** buttons.

View Calling Rates

The Calling Rates tab provides the international calling rates for available international locations, and the status of whether calls can be made to those regions.

Click the **Enable International Calling** switch to enable or disable international calling. To disable calling to a particular international location, locate or search for that location, and click **Disable** next to the location.

The screenshot shows the RingCentral Billing interface. The top navigation bar includes 'Home', 'Reports', 'Users', 'Settings', and 'Billing'. The sidebar on the left contains 'Subscription', 'Payment Method', and 'Licenses Management'. The main content area has tabs for 'Overview', 'Plan Usage', 'Calling Rates', and 'Billing History'. The 'Calling Rates' tab is selected, displaying 'International Calling Rates' with a toggle switch for 'Enable International Calling'. Below the toggle is a search bar and a 'Status' dropdown menu. A table lists international calling rates for various countries and regions, with columns for 'Status', 'Location', 'Type', 'Country Code', and 'Rates'. The table includes entries for Afghanistan, Albania, Algeria, and American Samoa.

Status	Location	Type	Country Code	Rates	
✓	Afghanistan	Mobile	937	38.0¢	Disable
✓	Afghanistan	Regular	93	28.0¢	Disable
✓	Albania*	Mobile	35567	37.0¢	Disable
✓	Albania*	Regular	355	12.0¢	Disable
✓	Algeria	Mobile	213781, 21379, 21377, 213670, 213780, 21369, 213549, 21355, 21356, 213659, 21366	22.0¢	Disable
✓	Algeria	Regular	213	11.0¢	Disable
✓	American Samoa	Regular	1684	12.0¢	Disable

View Billing History

The **Billing History** tab provides a detailed history of RingCentral Meetings billing for your account. You can print your billing data by clicking **Print**, or search your bills for certain data.

US AdvMeetings | 18667380421 | Get Help

Home Reports Users Settings Billing

Subscription
Payment Method
Licenses Management

Overview Plan Usage Calling Rates **Billing History**

Search

Date	Reference Number	Amount	File
No results			

Total: 0 Show: 25 < 1 >

Edit Payment Method

The Payment Method tab allows you to view or edit your payment information, including payment type and billing address. To edit your payment method, click **Edit**, change the payment method, and click **Save**.

US AdvMeetings ▾ | [18667380421](#) | [Get Help](#)

Home
Reports
Users
Settings ▾
Billing

Subscription

Payment Method

Licenses Management

Payment Method

Payment Information

Payment Type

Invoice Billing

Billing Address

<p><small>First Name</small></p> <input style="width: 95%; height: 20px; border: 1px solid #ccc;" type="text"/>	<p><small>Last Name</small></p> <input style="width: 95%; height: 20px; border: 1px solid #ccc;" type="text"/>
<p><small>Contact Phone</small></p> <input style="width: 95%; height: 20px; border: 1px solid #ccc;" type="text"/>	<p><small>Contact Email</small></p> <input style="width: 95%; height: 20px; border: 1px solid #ccc;" type="text"/>
<p><small>Country</small></p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> United States ▾ </div>	<p><small>Street Address</small></p> <input style="width: 95%; height: 20px; border: 1px solid #ccc;" type="text" value="13 Elm Street"/>
<p><small>Apartment / Suite #</small></p> <input style="width: 95%; height: 20px; border: 1px solid #ccc;" type="text"/>	<p><small>City</small></p> <input style="width: 95%; height: 20px; border: 1px solid #ccc;" type="text" value="Foster City"/>
<p><small>State/Province</small></p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> California ▾ </div>	<p><small>Zip Code</small></p> <input style="width: 95%; height: 20px; border: 1px solid #ccc;" type="text" value="94404"/>

Cancel
Save

Manage Licenses

The **Licenses Management** tab provides a list of your current licenses for your RingCentral Meetings online account. You can view the license type, the price, whether the license is assigned or not, and the total remaining licenses not yet assigned.

The screenshot shows the RingCentral interface for managing licenses. At the top right, it displays 'US AdvMeetings' and the account ID '18667380421'. The navigation menu includes 'Home', 'Reports', 'Users', 'Settings', and 'Billing'. A left sidebar contains 'Subscription', 'Payment Method', and 'Licenses Management' (which is highlighted). The main content area has a 'Search Licenses' input field. Below it is a section titled 'Current Licenses' with a table. The table has columns for 'Type', 'Price', 'Assigned', 'Remaining', and 'Total'. The table is currently empty, showing 'No results'. At the bottom right of the table area, there is a 'Show: 25' dropdown menu and navigation arrows.