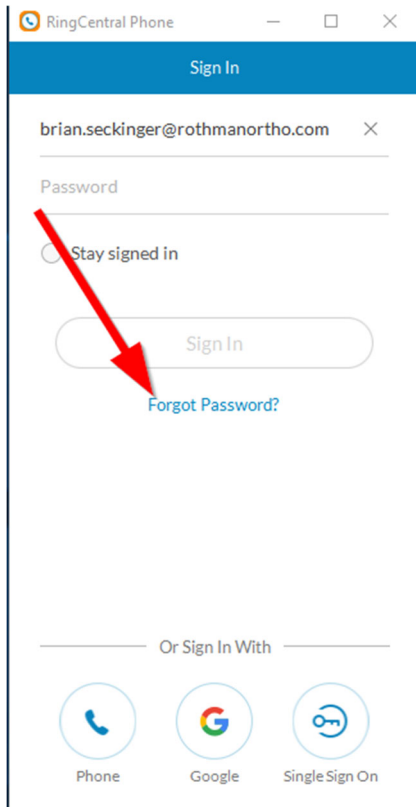


How to change password for Ring Central Phone

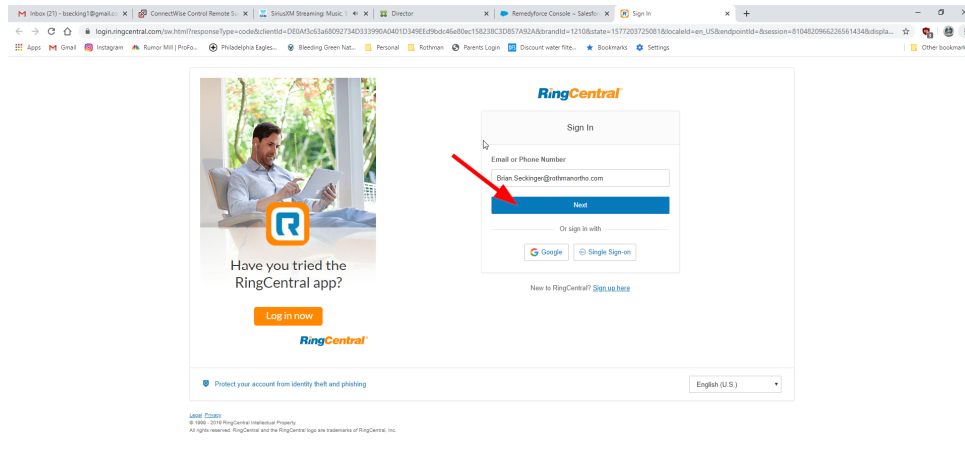
To change password for Ring Central Phone please follow the steps below:

1. Install Ring Central Phone (see how to install Ring Central Phone on a PC)
2. Open Ring Central Phone
3. If you don't know your Ring Central password, you can change it two ways.
 - a. At the login screen click forgot password.

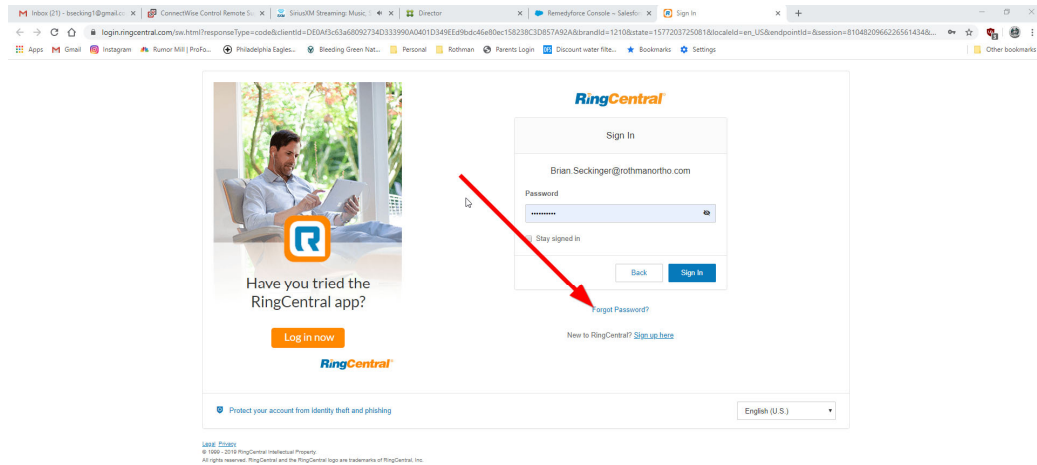


- b. An email will be sent to you that will allow you reset password.
- c. You can also change your change your password by going to <http://service.ringcentral.com>

d. Enter email address and clicked next.



e. Click forgot password.



f. An email will be sent to you that will allow you reset password.

4. Once password is reset, login to Ring Central Phone with your email address and new password.