How to Change Your Outgoing Caller ID

- 1. Go to the RingCentral sign in page and login. <u>htps://service.ringcentral.com/</u>
- 2. Click on **Settings** in the top menu.
- 3. Click on **Outbound Calls/Faxes** on the left menu.
- 4. Click on Caller ID.

Overview	Messages	Call Log	Contacts	Settings	More
Buck Strick Ext. 11101		Caller ID			
Outbound Calls/Faxes		✓ Fax Settings			
RingCentral Video					
RingCentral Meetings					
Notification	S				

5. Click **Edit** below each feature to select the phone number you'd like to display as your caller ID. This will only change the caller ID for that feature.

∧ Caller ID	
Set the caller ID that will be displayed when you use specific phones and features.	Ð
By phone	
Polycom VVX 250 Business IP Phone	
- Main Company Number	
Edit	
By feature	
RingOut	RingMe
- Main Company Number	- Main Company Number
Edit	Edit
Call Flip	Fax number
- Main Company Number	- Main Company Number
Edit	Edit
Mobile app	Additional desktop app
- Primary Number	- Main Company Number
Edit	Edit
Common phone	Delegated caller ID
- Main Company Number	- Main Company Number
Edit	Edit
Alternate caller ID	
Not-specified	
Edit	

How to Change Your Outgoing Caller ID

OPTIONS/ FEATURES

RingOut

Use another phone to make a call.

RingMe

Return a call from someone who called you by clicking a button in your website or email signature.

Call Flip

Transfer or push a live call between your devices without interruption.

Fax number

Send a fax.

Mobile app

Make a call using your RingCentral App.

Additional desktop app

Make a call using your RingCentral App when you sign in to a second computer.

Common phone

Make a call using a common area phone that's not tied to a specific user.

Delegated caller ID

The number that's displayed when your assistant makes a call on your behalf.

Alternate caller ID

If you select a toll-free number or block your caller ID, you can specify an alternate local number to use if we detect your call won't go through.