RingCentral Phone (Desktop) cheat sheet

General (Windows)

You can assign shortcut for "Pick up the call". It is not assigned by default

Ctrl + E	End call
Ctrl + Shift + M	Mute/unmute
Ctrl + Shift + H	Hold/unhold
Ctrl + T	Transfer
Ctrl + Shift + P	Park
F6	Outgoing call
F8	Outgoing fax
Enter	Send message using
Ctrl + N	New text
Ctrl + J	New fax
Ctrl + D	Dialpad
Ctrl + Shift + C	Start conference
Ctrl + Shift + V	Start video conference

General (Mac)

You can assign shortcut for "Pick up the call". It is not assigned by default

Cmd + E	End call
Cmd + Shift + M	Mute/unmute
Cmd + Shift + H	Hold/unhold
Cmd + T	Transfer
Cmd + Shift + P	Park
F6	Outgoing call
F8	Outgoing fax
Enter	Send message using
Cmd + N	New text
Cmd + J	New fax
Cmd + D	Dialpad
Cmd + Shift + C	Start conference
Cmd + Shift + V	Start video conference

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More information: *defkey.com/rc-phone-shortcuts*

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