Ringo Office

PHONE APP GUIDE

# Phone App Guide

Put Ringo Office on your phone and get alerts the moment something needs you.

YOUR BUSINESS. LEVELED UP.

Ringo Technologies LLC · Colorado

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# 01 Install the app

Free on every plan

### iPhone / iPad

Open **app.ringooffice.com** in Safari → tap Share → **Add to Home Screen** → Add. Open Ringo Office from your home screen.

### Android, Chromebook, PC or Mac

Open **app.ringooffice.com** in Chrome or Edge → tap **Install** in the bar at the bottom.

> The app updates itself. App Store and Google Play listings are coming; the home-screen app works the same today.

# 02 Turn on alerts

Know the moment something happens

1. **Open the app from your home screen**
   On iPhone, alerts only work from the home-screen app (iOS 16.4 or newer).
2. **Tap Turn on → Allow**
   A test alert arrives right away.
3. **Check your phone settings**
   Make sure notifications are allowed for the app and Focus / Do Not Disturb isn't hiding them.

# 03 Your team's phones

No logins, no new numbers

1. **Invite people**
   Settings → Users: invite by email and pick their access.

2. **They install the app**
   Same steps as you, then Turn on alerts.

# We're here to help.

## Ringo Office

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💻 Sign in: app.ringooffice.com

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