



## Office@Hand Directory Listing Overview

**Directory Listing** enables business details to be published in the National Local Directory Assistance. Once your company details are published, potential customers can readily and easily locate your business. This is a free feature, available for all Office@Hand customers.

### Features

- It is available via local 411
- You can publish your business name, address, main company number, main fax number
- You can cancel the publication of your business anytime
- You will be updated of the status within 2-3 days

RingCentral Office@Hand from AT&T Welcome John | (888) 392-0000 Ext. 101 > Logout > Get Help > DND OFF

**Overview** Messages Activity Log Contacts Settings Billing Tools

Directory Assistance Listing RingOut FaxOut Quick Links

**Review Listing Details**

The following information will be submitted to Directory Assistance:

Local Number:	888-888-1212
Toll-Free Number:	888-888-4565
Fax Number:	888-888-4565
Business Name:	ACME
Business Address:	999 Baker Way
City:	San Mateo
State:	California
Zip Code:	94404
Email:	info@ACME.com

The terms of service for Directory Assistance may be found in the RingCentral End User License Agreement and Terms of Service, available at: <http://www.ringcentral.com/legal/eulatos.html>

Please confirm that you agree to these terms by checking the box:

I agree to the terms of service

[Back](#) [Publish](#)

List your business phone number and address in Directory Assistance:

Features:

- > Publish your Company Name, Number and Address
- > Enable potential customers to readily find your business
- > Coverage in North America, Puerto Rico and Guam

To get your listing posted, your account administrator will need to access the homepage of your account. Under Settings, in the Company Shortcuts section, there's a shortcut for 411. In the 411 section, you can select the primary phone number, address, fax and also a toll-free number you want to promote. To proceed with publishing, click the Publish button.

Once your listing is posted, you can make changes and even delete your entire listing. Your account administrator simply goes to your Listing Details and selects Edit or Remove to make changes to your profile.

You get one listing per company, and get to publish your main company number, fax and also a toll-free number.

### See Also:

[Accessing the Directory Listing feature](#)  
[Using the Directory Listing feature](#)