



RingCentral Localization Style Guide

FINNISH

Table of Contents

| | |
|--|----|
| Table of Contents | 2 |
| Style Guide History | 4 |
| What's New? | 5 |
| General Overview | 6 |
| Style Guide Conventions | 7 |
| Software Localization | 8 |
| Buttons | 8 |
| Names of RingCentral Products, Applications and Features | 8 |
| Adaptation to Finnish Market | 8 |
| Linguistic Overview | 10 |
| Style and Tone | 10 |
| Cross-references | 11 |
| Political Correctness | 12 |
| Politeness | 12 |
| Gender | 12 |
| Conciseness / Fluency | 12 |
| Overtranslation | 13 |
| Literal Translations | 13 |
| Terminology and Word Choice | 13 |
| Technical Terms | 13 |
| General Word Choice | 13 |
| Capitalization | 14 |
| Spelling | 15 |
| Punctuation | 15 |
| Spacing | 15 |
| Use of punctuation | 15 |
| Full stop | 15 |
| Colon | 15 |
| Semicolon | 15 |
| Dashes | 16 |
| Round and square brackets | 16 |
| Quotation marks | 17 |
| Bulleted lists | 17 |

RingCentral Localization Style Guide – Finnish

| | |
|--|----|
| Complete sentences | 17 |
| Phrases/words | 18 |
| Parts of sentences | 18 |
| Abbreviations | 18 |
| Acronyms | 18 |
| Numbers | 19 |
| Units of Measure | 19 |
| Percentages | 21 |
| Date and time | 21 |
| Currency | 23 |
| Specific expressions | 23 |
| Miscellaneous | 25 |
| Trademarks and Product Names | 25 |
| Copyright Information, Footer, Publication Dates | 26 |
| References to links | 26 |
| References to UI Options | 26 |
| Addresses and Phone Numbers | 27 |
| Recommended References | 27 |

Style Guide History

| Date | Version | Changes | Author |
|---------------------------|---------|--|--------------------|
| May 26th 2020 | 0.0 | Localization Style Guide Template Creation | Nathalie Lauwerier |
| Jan 15th 2021 | 1.0 | Localization Style Guide Finnish Version | FIFI Linguist |
| Jul 27 th 2021 | 2.0 | Spacing around tags Product names official translations | FIFI Linguist |

What's New?

Last Updated:

(This section will contain detailed update changes for further versions)

General Overview

This Style Guide is intended to help translators, reviewers and proof-readers to maintain unified style, avoid ambiguities, and understand expectations to ensure good language quality content in Finnish.

This Guide addresses general translation issues and specifics for the Finnish language. The Guide is not a complete list of rules or grammar. It focuses on ambiguities, customization and frequent errors.

In general it is important you capture RingCentral content's intended meaning and transfer it into businesslike and clear language that is best suited to a wide Finnish-speaking audience. Avoid literal translations. Translating literally without paying attention to Finnish rules for style and idioms can result in sentences that are hard to understand.

As a rule, translations should be well-formed grammatically, contain correct spellings, adhere to common use of terms, titles and names, and be intuitively acceptable. A native speaker should at all times be able to sensibly interpret the translations.

Important: *If any of the topics developed in this style guide conflict with RingCentral approved terminology lists, instructions or reference material provided, the client's specific instructions should take precedence over this document.*

Style Guide Conventions

Throughout RingCentral Localization Style Guide, the main subjects will be illustrated with examples (the incorrect translation in red and the correct option in green).

This is the example in source language.

This is the example of the incorrect translation.

This is the example of the correct translation.

Software Localization

Buttons

When translating buttons, please take the following into account:

- Buttons should typically be translated as verbs. Generally, the infinitive form is used. Be concise, avoid using articles or prepositions and go straight to the point.
- Translations of buttons do not end in a period, unless they consist of more than one sentence.
- Make sure to capitalize only the first word of the button.
- As a rule, do NOT use any quotation marks around buttons. Only use quotation marks around button names to indicate where the actual button text ends, if the sentence is otherwise likely to confuse the user.

| English | Incorrect translation | Correct translation |
|---|--|---|
| Open File | Avaa Tiedosto | Avaa tiedosto |
| Cancel | Peruutus | Peruuta |
| To get started, click the 'Review & Transition' button below. | Aloita napsauttamalla alla olevaa "Tarkista & siirry" -painiketta. | Aloita napsauttamalla alla olevaa Tarkista ja siirry -painiketta. |

Names of RingCentral Products, Applications and Features

In many cases, product/application names are trademarked, thus not to be localized. However, it is paramount that before translating any product, application, third party or feature names you check your reference material and linguistic instructions, including terminology lists.

Adaptation to Finnish Market

Sometimes you may need to replace English examples by Finnish equivalents. The explanation about the use of wildcards is a good example of text in need of localization/adaptation:

Two wildcard operators are supported:

** will match any combination of characters*

? will match any single character

*For example, searching on '*ing' will select any knowledge base items that contain 'fishing', 'hunting', 'ring' or 'drinking'. Searching on '?ing' will return knowledge base items containing the word 'ring'.*

In addition, there is an implicit '' added to the end of all keywords so that searching on 'print' will also select 'printer' and 'printing'.*

Linguistic Overview

Style and Tone

Please note the following with regard to how the user should be addressed:

The target audience are businesses so the style and tone should be appropriate for business. Use **informal addressing of people: *sinä* (you) instead of overly polite *Te* (You).**

Overall, our register should be professional and welcoming. Try to make it business casual. Be precise and clear, consistent and natural. Rephrase sentences that are not clear enough, and rework sentences that sound like a translation. Do not hesitate to break up long English sentences into smaller parts in order to provide better understanding.

Try to avoid unnecessarily formal or pompous tone. Please refrain from using words that add formality without adding meaning, like “liittyen”, “toimesta”, “suorittaa” etc.

Overview of Style Expectations

For most product UI, Support Content (Support site, KB Articles) and Customer Training Materials:

- **Accurate and concise (exact):** no ambiguities or mistranslations
- **Clear and coherent (readable):** target reader should understand the text easily
- **Objective:** neutral, do not insert your own opinion, avoid colloquial or slang words, be always politically correct, aim for bias-free language
- **Correct:** content and numbers should be free of mistakes
- **Complete:** do not leave out content (words, phrases, whole paragraphs)
- **Keep an eye on the target reader:** The tone of American documentation and software is often paternalistic. In your translation, avoid a condescending, childish or overly familiar tone and treat the reader as an adult and a professional. Strive for clarity without resorting to unnecessary repetition. Downplay humor and keep the tone business-like.

For Marketing Content, E-mails, Product Guides, PR letters, Customer Proposals and selected UI components:

All of the above requirements should be met. For these components excellent language quality content in Finnish is expected. So there are some additional requirements:

- **Idiomatically correct:** use of correct verbs, metaphors, expressions, etc. so that text does not sound like a translation

- **Avoid literal translations.** Translating literally without paying attention to Finnish grammar and style can result in sentences that are hard to understand. Try to balance faithfulness to the source and readability in the target language.
- **Avoid passive voice**, where appropriate. Use active voice to improve readability. Passive voice is only advised in specific texts like legal and official documents (e.g. privacy policies, terms of a contract, NDAs, etc.)
- **Use of Possessives.** Possessive attributes are typically used frequently in English, but in RingCentral translations possessive forms should be used sparingly. Where possible, please remove possessive pronouns and only use possessive suffixes instead, for example “yhteystiedoissasi” instead of “sinun yhteystiedoissasi”.

Cross-references

You might encounter cross-references in some technical documents.

Cross-references mention other parts of text or other documents, and can be either “internal” or “external”:

Internal Cross-references

References to chapters, sections, headings or titles within the file or within the document you are translating. (Do not forget that one document might be part of a larger translation kit.)

External Cross references

References to titles of other documents that you are not translating or have been already translated in a previous project. In these instances, please check whether this text or document has been localized before, and match the relevant translations, unless otherwise specified by project-specific instructions.

Tip: Cross-references have to be referenced consistently throughout your translation as well as throughout all files. Translation of document titles (external cross-reference) might be included in the terminology list or the reference material. If you are unable to retrieve this information, please contact the Project Management team or your Language Lead. If, on the other hand, the document has not been translated before, please leave as in source language.

Cross-references normally include the following standard or similar phrases:

Key phrases for internal cross-references:

- Refer to section [...]
- For more information see chapter [...] in this document
- See also table [...] below.
- See graphic 12.1 “[*title of graphic*]”

Examples of a key phrase for external cross-references:

- o For more information, see user manual “[title]” of previous product.
- o See also previously published user guide “[title]”

Political Correctness

Politeness

English may sometimes tend to be “over polite”. Instructions given to the user often begin with “Please”.

Finnish does not require similar approach. Do not hesitate to be more direct, and use the imperative form or similar constructions where appropriate.

| English | Incorrect translations | Correct translation |
|------------------------------|----------------------------------|----------------------|
| Please enter your user name. | Ole hyvä ja anna käyttäjänimesi. | Anna käyttäjänimesi. |

Gender

English may refer to third person singular with pronoun “they” to avoid gendered pronouns “he” and “she”. Because Finnish does not have gendered pronouns, it should be translated with third person singular “hän” and using a singular verb.

| English | Incorrect translation | Correct translation |
|--|--|--|
| The customer will contact the support team. They may also choose to call the contact center. | Asiakas ottaa yhteyttä palvelutiimiin. He voivat myös soittaa yhteyskeskukseen | Asiakas ottaa yhteyttä palvelutiimiin. Hän voi myös soittaa yhteyskeskukseen. |
| Ask your network administrator if they can install the application on your computer. | Kysy verkon järjestelmänvalvojalta, voivatko he asentaa sovelluksen tietokoneellesi. | Kysy verkon järjestelmänvalvojalta, voiko hän asentaa sovelluksen tietokoneellesi. |

Conciseness / Fluency

English sometimes uses additional words to express concepts. Check the context, concentrate on the meaning and render it as clearly as you can.

Take the following guidelines into account:

For most product UI, Support Content (Support site, KB Articles) and Customer Training Materials:

- Avoid bloated expressions like "suorittaa toimenpide".
- Avoid overly long or complex compounds. Unintuitive compounds are ultimately an intelligibility and usability issue.

For Marketing Content, E-mails, Product Guides, PR letters, Customer Proposals and selected UI components:

- "Please" is not translated. Translate "sorry" as "valitettavasti", if needed due to context.
- Translating "Successfully" is often not necessary.
- Avoid beginning sentences with "Kuitenkin".

Overtranslation

Overtranslation should be avoided. Overtranslation is the use of unnecessary words where a less verbose version of the text would be equally clear. A common example is the use of "toimesta" in a passive structure where using a sentence with an active subject would make the text much easier to understand.

Literal Translations

Translating literally without paying attention to Finnish linguistic conventions and idioms can result in sentences that are hard to understand. Instead of diligently translating each word, try to express the meaning of the source text in Finnish.

Terminology and Word Choice

Technical Terms

- Regarding technical terms, the RingCentral Glossary is your first and binding source.
- For terms not listed in the glossary stick to Microsoft standard terminology where applicable:
(<https://www.microsoft.com/en-us/language>)
- Use available online resources like Wikipedia, administrator web pages, large IT vendor portals etc.
- In case of doubt check back with your PM or Language Lead.

General Word Choice

This section will be complemented by the Language Lead when common word choices are noticed that need to be corrected regularly.

| English | Incorrect translation | Correct translation |
|---------|-----------------------|---------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

Capitalization

Finnish capitalization differs from the English one, so please follow the Finnish rules.

Always adhere to the following guidelines:

- When referring to UI elements, always capitalize the first word.
- The first word following a colon should not be capitalized in Finnish, unless there are more than one sentence after the colon. In that case, the first word should be capitalized.
- In sentences and headings, only capitalize the first word.
- Even if titles and headings are fully capitalized in English, follow the Finnish rules. An exception to this are legal texts, where capitalization conveys a specific meaning and must be retained in the translation.

Ex:

This agreement (the "Service Agreement") is a binding agreement...

Tämä sopimus ("Palvelusopimus") muodostaa sitovan sopimuksen...

- Product names should follow source capitalization.
- Use lowercase for example in months, days, nationalities and currencies.

Spelling

Do not forget to run the spell-checker when you have completed your translation. If possible, copy the translated word into Word to be able to use the grammar checker too.

Punctuation

Spacing

Brand name tags need to be separated from the preceding or following text with a space.

English documents often include double spaces after full stops. Run a controlled search and replace them by single spaces in Finnish.

Use non-breaking spaces to prevent certain expressions to be separated at the end of a line, such as people's names, numbers and units, software names and versions, etc. To obtain such a space, press Ctrl + Shift + Space bar in MS Word or use Alt+0160. Do not use non-breaking spaces in software files.

Use of punctuation

Please follow the Finnish punctuation rules as described [here](#) or in other Finnish reference materials.

Full stop

A full stop is used at the end of a sentence or after many abbreviations.

Please note the following uses of full stops:

- Acronyms and units of measurement are not followed by a full stop.
- The full stop is used as a separator in the following:
 - version numbers, as in "versio 2.2"
 - chapter numbers, as in "luku 3.3"
- Do not use full stops after headings and titles, after columns in a table, or after captions used with illustrations, tables etc., unless the expression considered is a full sentence.

Colon

Try to avoid over-using colons, especially in marketing related content.

Use colons to introduce lists and at the end of a sentence that introduces a procedure.

Remember that if a colon is followed by more text, the first word after the colon is not capitalized, if the item following the colon is a single sentence.

Semicolon

Use the semicolon to link two connected thoughts in the same sentence; to separate items in a series in running text, especially phrases containing commas (like this

sentence); or to add emphasis. Semicolons should also be closed up to the preceding word.

Ellipsis (...)

Ellipses are made up of three dots only. There is a space after the dots. Use for omitted material or for a longer pause than a dash. It is advisable to use the ellipses mark (Alt + 0133) instead of typing three dots.

When ellipsis dots are used in English, they should normally be used in Finnish as well.

| English | Incorrect translation | Correct translation |
|------------------------|------------------------|---------------------------|
| Installing software... | Asennetaan ohjelmistoa | Asennetaan ohjelmistoa... |

Dashes

In Finnish, en-dashes (alt + 0150) are sometimes used to punctuate sentences in a similar way to colons, commas or brackets, for example to separate a piece of additional information. It should have a space on both sides. En-dashes (alt + 0150) are also used to join coordinate or contrasting pairs (for example: the Paris–Dakar rally). They are also used as shorthand for the word 'to', as in 'items 3–6', '140–170 €' or '1914–18'. Do not use a hyphen as an en-dash. Em-dashes should not be used in Finnish.

Round and square brackets

- Use round brackets:

=> For further explications which would otherwise disrupt the sentence. The first letter is a lower case unless the sentence in parentheses is an independent sentence.

=> When adding the full form of an acronym. See below for more info on the use of acronyms.

=> The optional area code of phone numbers is written between brackets.

- Use of square brackets: For detailed rules, please follow the guidelines found [here](#).

=> Square brackets are sometimes used for indicating variables or for indicating additional information within round brackets.

| Examples |
|---|
| Kumoa tämä asetus (mikäli mahdollista) ja ota yhteyttä järjestelmänvalvojaan. |
| XML (Extended Markup Language) |
| Asetukset (valinnainen) |
| puhelin: (09) 123 4567 |

Quotation marks

Updates on 20241207

Note: NEVER use straight single quote for variables.

- **Doubly curly quotation marks, right quotes (""),** are used by default. Please note that the opening and closing quotation marks are identical, unlike in English.
- Single quotation marks are normally only used inside double quotation marks.
- In English, file names and other variables are often placed between single quotation marks. In Finnish they are not used, unless it is unclear where the name ends.

| Examples |
|------------------------------------|
| Siirry Asetukset-valikkoon. |
| Valitse "Peruuta" ja sulje ikkuna. |

Bulleted lists

The items of a bulleted list are usually preceded by a bullet or a sequential number. Use the same format in your translation as in the original text.

Complete sentences

The sentence introducing the bulleted list ends with a colon. Each part of the enumeration starts with a capital letter and ends with a period (or question mark).

Seuraavat tapaukset ovat mahdollisia:

- Palvelin on verkossa.
- Palvelin on verkon ulkopuolella.

Phrases/words

If the sentence introducing the bulleted list is a complete sentence, it is followed by a colon. If the list items complement it, there should be a full stop at the end of the last list item. If there is a more free association with the introducing sentence and the list items, the full stop can be omitted.

Palvelin voi sijaita seuraavissa paikoissa:

- verkossa
- verkon ulkopuolella.

Parts of sentences

If the list consists of phrases or parts of sentences, then the sentence introducing the bulleted list does not end in a colon. Each list item starts with a lowercase letter and there is no end punctuation. Only the last item in the bulleted list gets a full stop.

Ohjelmisto on asennettava, jos

- palvelin on verkossa
- palvelin on verkon ulkopuolella
- palvelinta voi käyttää mobiililaitteilla.

Abbreviations

Do not use abbreviations in body text. Expressions such as “mukaan lukien” and “esimerkiksi” must be written in full instead of being abbreviated to, respectively, “m.l.” and “esim.”

Abbreviations are only used when absolutely necessary, except for units or when there are space issues. They can be used freely in text inside brackets.

Acronyms

Acronyms should not be used excessively, so please consider writing out the full expression, if the acronym is not likely to be familiar to the reader.

When an acronym first occurs in a text, it should be written out and then followed by the acronym in brackets. After that, you can use the acronym.

Numbers

Numbers should be written in full:

- When used as nouns.
- When appearing alone and representing simple quantities, usually the numbers up to 9.

Dates, large numbers, ages, document references (paragraph, page, etc.) should be written as numbers. Remember to replace the decimal point by a comma and the thousand separator by a non-breaking space.

| English | Incorrect translation | Correct translation |
|-----------|-----------------------|---------------------|
| 0.25 | 0.25 | 0,25 |
| 1,254.28 | 1,254.28 | 1 254,28 |
| 18,567 | 18,567 | 18 567 |
| 8,990,500 | 8,990,500 | 8 990 500 |

Note: Avoid mixing numerical and alphabetical forms.

Units of Measure

Finland uses the metric system. Pounds, miles, inches, feet and gallons have no legal meaning and are to be avoided, where possible.

If the content includes units of measures that do not apply to your locale, for example imperial system ones, you might be instructed to either add converted value of the system that applies to your locale first and leave the original one in brackets, or to convert the value into its metric equivalent, based on the project requirements. Use the table below for reference.

Units of measure should be separated from the preceding number by a non-breaking space, e.g. 15 °C.

| Imperial | Metric |
|-------------------|----------|
| 1 inch (", in) | 2,54 cm |
| 1 foot (ft.) | 30,48 cm |
| 1 yard (yd.) | 91,44 cm |
| 1 mile (m, mi) | 1,609 km |
| 1 pint (pt.) | 0,57 l |
| 1 quart (qtr.) | 1,136 l |
| 1 gallon (g, gal) | 4,546 l |

RingCentral Localization Style Guide – Finnish

| | |
|---------------|----------|
| 1 ounce (oz.) | 28,349 g |
| 1 pound (lb.) | 453,59 g |
| 1 stone (st) | 6,348 kg |
| 1 ton (t) | 1 016 kg |

Note: monitor sizes are always expressed in inches and represent, therefore, one of the few exceptions.

Here is a list of some current units of measure and their Finnish equivalents:

| English | Finnish | Abbreviation |
|----------------|--------------|--------------|
| Kilometer (Km) | kilometri | km |
| meter | metri | m |
| decimeter | desimetri | dm |
| centimeter | senttimetri | cm |
| millimeter | millimetri | mm |
| liter | litra | l |
| deciliter | desilitra | dl |
| centiliter | senttilitra | cl |
| milliliter | millilitra | ml |
| ton | tonni | t |
| kilogram | kilogramma | kg |
| pound | pauna | lb. |
| gram | gramma | g |
| decigram | desigramma | dg |
| centigram | senttigramma | cg |
| milligram | milligramma | mg |
| kilobyte | kilotavu | kt |
| megabyte | megatavu | Mt |
| gigabyte | gigatavu | Gt |
| gigabit | gigabitti | Gb |
| inch | tuuma | " |
| feet | jalka | ' |
| mile | maili | - |

| | | |
|----------------------------|-----------------------|------|
| gallon | gallona | gal |
| millisecond | millisekunti | ms |
| second | sekunti | s |
| minute | minuutti | min |
| Volt | voltti | V |
| Watt | watti | W |
| Hertz | hertsi | Hz |
| Megahertz | megahertsi | MHz |
| Celsius degree | celsiusaste | °C |
| bit per second (bps) | bittiä sekunnissa | bps |
| kilobit per second (kbps) | kilobittiä sekunnissa | kbps |
| megabit per second (Mbps) | megabittiä sekunnissa | Mbps |
| gigabit per second (Gbps) | gigabittiä sekunnissa | Gbps |
| byte per second (Bps) | tavua sekunnissa | t/s |
| kilobyte per second (kBps) | kilotavua sekunnissa | kt/s |
| megabyte per second (MBps) | megatavua sekunnissa | Mt/s |
| gigabyte per second (GBps) | gigatavua sekunnissa | Gt/s |
| points | pistettä | p. |

Percentages

The percent sign is %, as in 99 % for example, preceded with a non-breaking space.

Date and time

- **Date**

- Default Short Date Format: d.m.yyyy

In the short date format, the month (without leading zero), the day (without leading zero) and the year are displayed in numbers.

Ex: 5.10.2021

- Default Long Date Format: dddd d mmmm yyyy

In the default long date format, the names of the weekdays are optional, there is a full stop after the day, and the name of the month is spelled out in full, inflected as "-kuuta". The years are written using four digits. The names of the workdays and months start with a lower case.

Ex: tiistai 26. toukokuuta 2020 OR 26. toukokuuta 2020

The names of the months should be as follows. There are no approved abbreviations, so please consider writing the month in numbers instead, if applicable, for example 4/2021.

| |
|-----------|
| tammikuu |
| helmikuu |
| maaliskuu |
| huhtikuu |
| toukokuu |
| kesäkuu |
| heinäkuu |
| elokuu |
| syyskuu |
| lokakuu |
| marraskuu |
| joulukuu |

The names of the weekdays, in extended and abbreviated forms should be as follows:

| | |
|-------------|----|
| maanantai | ma |
| tiistai | ti |
| keskiviikko | ke |
| torstai | to |
| perjantai | pe |
| lauantai | la |
| sunnuntai | su |

• Time

Please consult [Kielitoimiston ohjepankki](#) for detailed instructions.

- In a general context, abbreviation *klo* is preferred. Please use an en dash to express a time range.
For example: Kokous alkaa klo 8.30.
Avoimna klo 9.30– 17.30.
- Abbreviations concerning units of time should not be followed by a full stop. Please use a non-breaking space between the number and the unit.
For example: 4 kk
- The symbol *h* is also common in general language for speed indications, where the unit is *km/h*. No full stop is used after this abbreviation, except for occurrences where it is the last word in a sentence.
For example: Nopeus oli 150 km/h.

Currency

Currency amounts can be expressed in two ways:

23,50 €

EUR 23,50

The first variant with the Euro sign is preferred. Please note there should be a non-breaking space between the number and the currency symbol.

Specific expressions

Here are some examples and suggestions on how to translate some recurrent expressions.

This section will be updated by the Language Lead.

| English | Finnish |
|---------------------------------------|---|
| About XYZ | Tietoja XYZ:sta |
| as shown in table xx | taulukossa xx esitetyllä tavalla |
| For more information on xxx, see yyy. | Katso lisätietoja xxx:stä täältä: yyy. Katso lisätietoja artikkelista/sivulta yyy. |
| Please note that | Huomaa: |
| Refer to yyy for instructions on xxx. | Lisätietoja xxx:stä saat täältä: yyy. Lisätietoja xxx:stä saat artikkelista/sivulta yyy. |
| registered trademark | rekisteröity tavaramerkki |

RingCentral Localization Style Guide – Finnish

| | |
|------------------------------|---|
| troubleshooting | vianmääritys |
| trademark | tavaramerkki |
| User's Guide | käyttöopas |
| Follow these steps to xxx | Tee xxx näiden ohjeiden avulla Tee xxx seuraamalla näitä ohjeita |
| Contact [<i>support</i>]. | Ota yhteyttä [<i>support</i>]. |
| Are you sure you want to...? | Haluatko varmasti...? |

Miscellaneous

Trademarks and Product Names

Application/product names are often trademarked and are therefore rarely translated. Occasionally, feature names are trademarked, too (e.g. IntelliSense™). Before translating any application, product, or feature name, please verify that it is in fact translatable and not protected in any way.

RingCentral has a number of registered and unregistered trademarks and trademarked phrases. Please refer to the most updated version of the approved RingCentral term list for Finnish. Note that, unless otherwise indicated, you will use trademark and registered trademark symbols only on the first mention in the translated version of your content.

According to Finnish guidelines, trademark symbol is added after the trademarked name, if it appears on its own ("IntelliSense™") or is used as a part of a compound ("IntelliSense™-toiminto"). If the trademarked name is inflected, the symbol will be placed at the end of the word, for example "IntelliSenseen™".

For third party trademarks and products mentioned in RingCentral content, please conduct research to determine whether an official, approved trademarked translated version is available before using as in source.

Below are some useful links:

Adobe trademarks list: adobe.com/misc/pdfs/adobe_trademark_database_external.pdf

Apple trademarks list:

apple.com/legal/intellectual-property/trademark/appletmlist.html

Google trademarks list: <http://www.google.com/permissions/trademark/trademark-list.html>

Microsoft trademarks list:

microsoft.com/en-us/legal/intellectualproperty/Trademarks/EN-US.aspx

Salesforce trademarks list:

http://www.sfdcstatic.com/assets/pdf/misc/salesforce_TM_list.pdf

As a general rule, for product names from the third parties, it's correct to follow the localized equivalence in official websites if there's one.

Copyright Information, Footer, Publication Dates

Copyright notices tend to be standard texts. Please make sure you receive instructions on whether an official and approved translated version of the below is available.

©2015 RingCentral, Inc. All rights reserved. RingCentral, RingCentral Office, RingCentral Meetings, and the RingCentral logo are registered trademarks of RingCentral, Inc. Other third-party marks and logos displayed in this document are the trademarks of their respective owners.

If there is no official and approved translation available please use:

©2015 RingCentral, Inc. Kaikki oikeudet pidätetään. RingCentral, RingCentral Office, RingCentral Meetings ja RingCentral-logo ovat RingCentral, Inc:n rekisteröityjä tavaramerkkejä. Tässä asiakirjassa käytetyt kolmansien osapuolten merkit ja logot ovat omistajiensa tavaramerkkejä.

References to links

Whenever source files include references to URLs, translators should query if said link has a local version, and modify the document accordingly. If not, the relevant URL will be left as it appears in the source English text.

References to UI Options

In regards to UI option translation for software projects, instructions may vary based on RingCentral project-specific guidelines. However, in general, please adhere to the following:

- If software has been translated, please match the relevant translation memory or string list provided with the translation package.
Example: Napsauta **Avaa tiedosto**.
- If software has not been translated, please use bilingual format, i.e. English first, followed by Finnish in brackets. Place the translation outside the formatting.
Example: Napsauta **Open File** (Avaa tiedosto).

When Microsoft terminology or Microsoft UI items are quoted, please refer to Microsoft approved terminology for your language on the MS Portal:

<http://www.microsoft.com/Language/en-US/Default.aspx>

Addresses and Phone Numbers

In general, please follow the principles outlined below:

- Translate country and city names based on your country/region's conventions.
- Localize address formats, if necessary, based on your country/region's conventions.
- If source only includes toll free numbers and US numbers, please add an international country code to the local number for international users, as shown below:

Source:

RingCentral, Inc. (Belmont/HQ) 20 Davis Drive, Belmont, California 94402 Phone: 888-528-RING (7464) or 650-472-4100

Target:

RingCentral, Inc. (Belmont/HQ) 20 Davis Drive, Belmont, California 94402, USA Puhelin: 888-528-RING (7464) tai +1 650 472 4100

Recommended References

[Kielitoimiston sanakirja](#) - For checking the approved spelling and description of Finnish words.

[Kielitoimiston ohjepankki](#) - Instructions and guidelines on Finnish grammar.

[Nykyajan kielenopas](#) - A complete guide to Finnish grammar and spelling conventions.

[Microsoft language Portal](#)