



# RingCentral Localization Style Guide POLISH

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## General Overview

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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 Polish.

This Guide addresses general translation issues and specifics for the Polish 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 Polish-speaking audience. Avoid literal translations. Translating literally without paying attention to Polish 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 the first word of the button
- Do NOT use any quotation marks around buttons even if the English source uses them
- Often the word 'button' itself (knop) can be left out in Polish

English	Incorrect translation	Correct translation
Open File	Otwarty plik	Otwórz plik
Cancel	Anulować	Anuluj
To get started, click the 'Review & Transition' button below.	Kliknij, aby rozpocząć, przycisk „Przegląd i przeniesienie”	Aby rozpocząć, kliknij przycisk „Przegląd i przeniesienie”

### 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 Polish Market

Sometimes you may need to replace English examples by Polish 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 '\*cji' will select any knowledge base items that contain 'klasyfikacji', 'informacji' lub 'lokalizacji'. Searching on 'cja' will return knowledge base items containing the segment 'cja'.*

*In addition, there is an implicit '\*' added to the end of all keywords so that searching on 'drukuj' will also select 'drukarka' i 'drukowanie'.*

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## Linguistic Overview

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### *Style and Tone*

Important here to note is 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 **Formal addressing of people: Pan(i)/Pana(-i)**.

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.

Please note the following with regard to the verb “mieć” (have): Always use ‘**masz**’ NOT ‘**mieć**’

### 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 Polish 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 Polish rules for style can result in sentences that are hard to understand. Try to balance faithfulness to the source and readability in the target language.
- **Avoid the passive voice** and the use of the word "miej" (it). It is too formal and wordy. Use the active form 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 adjectives are typically used frequently in English, but in RingCentral translations, the use of the second-person possessive, as in "Twoje akta" is to be avoided. Simple articles can often replace possessive adjectives.

### ***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”.

Polish does not require the same caution. 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 username.	Proszę wstawić swoją nazwę użytkownika.	Wprowadź swoją nazwę użytkownika.

### Gender

Where the English uses “it, they or them” without having to use a gender, some “gendered” languages, such as Polish, often need to choose between a feminine or masculine form. To promote diversity and inclusion we should try to avoid gendered sentences. Translators should do their best to use gender-neutral writing as much as possible. Try to find a good balance between bias-free language and fluency.

English	Incorrect translation	Correct translation
The service team will contact the customer and inform him/her.	Zespół obsługi skontaktuje się z klientem i poinformuje go/ją.	Zespół obsługi skontaktuje się z klientem i poinformuje go.
Ask your network administrator if he can adapt your computer for the application.	Zapytaj administratora Twojej sieci, czy może zaadaptować Twój komputer do tej aplikacji.	Zapytaj administratora sieci, czy może dostosować twój komputer do tej aplikacji.

## 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.

Keep the following guidelines into account:

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

- Avoid overly long or complex compounds. Unintuitive compounds are ultimately an intelligibility and usability issue.

### 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 would be the use of “korzystając z urządzenia...” where “korzystając z (nazwa urządzenia)” works just as well.

### Literal Translations

Translating literally without paying attention to Polish rules for style and idiom can result in sentences that are hard to understand and thus higher the risk of mistranslation. In some cases, literal translations may also be ungrammatical. Here are some of the most common examples:

English	Incorrect translation	Correct translation
You may also find it easier to write complex formulas if parts of those formulas contain named, shorter formulas.	<i>Możesz też stwierdzić, że łatwiej jest napisanie złożonych formuł, jeśli części tych formuł zawierają nazwane, krótsze formuły.</i>	<i>Napisanie złożonych wzorów może być łatwiejsze, jeśli ich części zawierają nazwane, krótsze wzory.</i>
When you have finished selecting your product, click the Next button..	<i>Po zakończeniu wybierania swojego produktu, kliknij przycisk Dalej.</i>	<i>Po wybraniu produktu kliknij przycisk Dalej.</i>
GPS drains the battery quickly so you'll want to use it only for a limited time.	<i>GPS szybko wyczerpuje baterię, a więc zechcesz używać go przez ograniczony czas.</i>	<i>Korzystanie z GPS powoduje szybkie wyczerpywanie baterii, dlatego należy używać go tylko przez ograniczony czas.</i>

### 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.

### **Capitalization**

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

Always adhere to the following guidelines:

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

Ex:

This individual agreement (the "Individual Agreement") is a binding agreement...

Ta indywidualna umowa („Indywidualna umowa”) jest wiążąca...

- Product names follow the source capitalization.
- Use lowercase in months, days, 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 Polish.

Use non-breaking spaces to prevent certain expressions to be separated at the end of a line, such as people's names, numbers, 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, though.

### **Use of punctuation**

Please follow the Polish punctuation rules as described at <https://xn--jzyk-polski-rb.pl/zasady-interpunkcji> or by any other official Polish references.

#### ***Comma***

Use a comma in situations where a sentence would otherwise be too long or complicated, or where omission of the comma could cause confusion. Do not use the comma to separate two sentences.

#### ***Period***

A period is used to end a sentence, a paragraph, or an abbreviated word.

Please consider the following uses of the period in Polish when translating RingCentral content into Polish:

- Acronyms and units of measurement are not spelled with periods.
- 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.
- Do not use full stops if a sentence ends with an abbreviation, an interrogation or exclamation mark, ellipsis, or colon.

#### ***Colon***

Try to avoid 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 does not get a capital, if the item following the colon is a single sentence.

#### ***Semicolon***

As a rule, semicolons are preferably avoided. In case semicolons are used, make sure Polish punctuation rules with regard to the use of the semicolon are respected: After a semicolon, a complete sentence must follow, with a personal form.

For marketing and PR content semicolons should never be used. Cut the sentence in two smaller ones to enhance readability.

### ***Ellipsis (...)***

The use of the ellipsis in Polish is extensively described [https://taaladvies.net/taal/advies/tekst/90/beletselteken\\_algemeen/](https://taaladvies.net/taal/advies/tekst/90/beletselteken_algemeen/) at <https://polszczyzna.pl/elipsa-czyli-wyrzutnia/>.

When ellipsis dots are used in English, they must be used in Polish as well.

English	Incorrect translation	Correct translation
Installing software...	Instalacja oprogramowania	Instalowanie oprogramowania...

### ***Hyphen (-) / n dash (–) / m dash (—)***

#### **- Use of normal hyphen (-)**

- => to connect the components of certain compounds.
- => to separate words across a line break
- => as an ellipsis marker for a component that has been omitted. It cannot be used for ellipsis of a whole word and the ellipsed component should be a word part of equal value, not a separate word.
- => in cases where a word or word combination cannot be broken down in the location of the hyphen (a non-breaking hyphen).
- => The hyphen is also used as the minus sign.

Examples:

Incorrect use for RC	Correct use for RC
Prezentacja PowerPoint	PowerPoint-prezentacja
strony 15 18	strony 15-18

### ***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 area code of phone numbers is written between brackets.

- Use of square brackets: For detailed rules, please follow the <https://sjp.pwn.pl/zasady/Pisownia-skrotow-i-skrotowcow;629564.html> guidelines.

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

### ***Quotation marks***

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Note: NEVER use straight single quote for variables.

Double quotes are used for direct quotations.

### ***Enumerations***

The items of an enumeration 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 enumeration ends with a colon. Each part of the enumeration starts with a capital letter and ends with a period (or question mark).

Możliwe są następujące przypadki:

- Serwer znajduje się w sieci.
- Serwer znajduje się poza siecią.

### **Phrases/words**

If the parts of an enumeration consist of a single word or a small group of words, the punctuation marks may be omitted altogether.

Serwer może być zlokalizowany w następujących miejscach:

- w obrębie sieci
- poza siecią

### Parts of sentences

If the enumeration consists of phrases or parts of sentences, then the sentence introducing the enumeration ends with a colon. Each part of the enumeration starts with a lowercase letter and ends with a semicolon. Only the last part of the enumeration gets a period.

Musisz zainstalować oprogramowanie jako:

- serwer jest w sieci;
- serwer jest poza siecią;
- serwer jest dostępny z urządzeń przenośnych.

### Abbreviations

Do not use abbreviations in body text. Expressions such as “np.” and “dot.” must be written in full instead of being abbreviated to, respectively, “na przykład” and “dotyczy”.

Abbreviations are only used when absolutely necessary, except for units or when there are space issues. Make sure to be consistent and do not abbreviate a term in some sentences and spell it out in other sentences.

With regard to text length the use of abbreviations in on-screen text is only allowed in exceptional situations. If there is insufficient space, articles and prepositions can often be omitted first, without the text losing content or clarity. However, do not use this 'telegram style' if it is not necessary.

### Acronyms

In Polish acronyms are thought of as “akronimy” i “skróty”.

- **The most important rule** is that we follow the capitalization of the abbreviated words. If an organization uses a notation that deviates from this rule, we follow their notation. This often applies to names of products and standards, so that capitals are copied and used.
- **The second important rule applies to compounds and derivatives.** For acronyms without capitals, the hyphen or apostrophe disappears when it is included in the compound or derivative. For acronyms and abbreviations, the rule is that the capital and apostrophe are retained.



- When an acronym makes its first appearance in the text, we recommend spelling it out. Put the full term between brackets, immediately after the acronym. After this initial clarification, the acronym can be used without the full term.
- If the acronym refers to a term that is not normally translated into Polish, then only give the full English term. If the term that the acronym refers to does have a generally accepted translation, use the acronym followed by the Polish term. In both cases, use only the acronym once the term has been clarified.
- For detailed guidelines on the spelling of acronyms in compounds, please follow the guidelines as described in <https://sjp.pwn.pl/zasady/55-Reguly-skracania-wyrazow;629565.html>.

Examples:

- Acronyms that require no explanation include: ADSL MS-DOS GUI pc ASCII ANSI EGA VGA PCI ROM UNIX TCP/IP cd dvd

## Numbers

Numbers should be written in full:

- When used as nouns.
- When appearing alone and representing simple quantities, usually the numbers up to 12.
- In expressions like “in the 80s”.

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 space.

English	Incorrect translation	Correct translation
0.25	0.25	0,25
1,254.28	1,254.28	1254,28
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

By law, Poland uses the metric system. Pounds, miles, inches, feet, and gallons have no legal meaning and are to be avoided as much as possible.

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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.

<b>Imperial</b>	<b>Metric</b>
1 inch (", in)	2,54 cm
1 foot (ft.)	30,48 cm
1 yard (yd.)	91,44 cm
1 mile (m, ml)	1,609 km
1 pint (pt.)	0,57 l
1 quart (qtr.)	1,136 l
1 gallon (g, gal)	4,546 l
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 Polish equivalents:

<b>English</b>	<b>Polish</b>	<b>Abbreviation</b>
Kilometer (Km)	Kilometr	km
meter	metr	m
decimeter	decymetr	dm
centimeter	centymetr	cm
millimeter	milimetr	mm
liter	litr	l
deciliter	decylitr	dl
centiliter	centylitr	cl
milliliter	mililitr	ml
ton	tona	t

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kilogram	kilogram	kg
pound	funt	funt
gram	gram	g
decigram	decygram	dg
centigram	centygram	cg
milligram	miligram	mg
kilobyte	kilobajt	kB
megabyte	megabajt	MB
gigabyte	gigabajt	GB
gigabit	gigabit	Gbit
inch	cal	"
feet	stopa	'
mile	mila	mila
gallon	galon	gal
millisecond	milisekunda	ms
second	sekubda	s
minute	minuta	min
Volt	Volt	V
Watt	Watt	W
Hertz	Hertz	Hz
Megahertz	Megaherc	mHz
Celsius degree	stopni Celsjusza	C
bit per second (bps)	bitów na sekundę	bit/s
kilobit per second (kbps)	Kilobitów na sekundę	kbit/s
megabit per second (Mbps)	megabitów na sekundę	Mbit/s
gigabit per second (Gbps)	Gigabitów na sekundę	Gbit/s
byte per second (Bps)	Bajtów na sekundę	b/s
kilobyte per second (kBps)	Kilobajtów na sekundę	kb/s
megabyte per second (MBps)	megabajtów na sekundę	mb/s

gigabyte per second (GBps)	gigabajtów na sekundę	gb/s
points	punkty	pnt

Note: After abbreviations of units of measurement - according to official Polish standards - there is no period.

### **Percentages**

The percent sign is %, as in 99% for example, without a leading space.

### **Date and time**

- **Date**

- Default Short Date Format: d-m-yy

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

Ex: 5.10.20

- Default Long Date Format: dddd mmmm yyyy

In the default long date format, the names of the days are optional and the name of the month is spelled out completely. The years are written in four numbers. The names of the workdays and months start with a lower case. Please use abbreviations listed below

Ex: wtorek 26 maja 2020 r. OR 26 maja 2020 roku

The name of the months, in extended and abbreviated forms should be as follows:

styczeń	sty
luty	lut
marzec	mar
kwiecień	kwi
maj	maj [no abbreviation]
czerwiec	cze
lipiec	lip
sierpień	sie
wrzesień	wrz
październik	paź
listopad	lis

grudzień	gru
----------	-----

The name of the days, in extended and abbreviated forms should be as follows:

poniedziałek	pon
wtorek	wto
środa	śro
czwartek	czw
piątek	pią
sobota	sob
niedziela	nie

### • Time

- In a general context, the fully written form in 24 hours clock format is preferred.
- Ex: Zapisy rozpoczynają się o godzinie 8:30.  
Godziny pracy: 9:30 – 12:30; 13:30-18:30.
- In technical and scientific texts, the symbols h, min, and s are common. These symbols have been internationally agreed and laid down in an ISO standard. They are written between the figures: 17 h 03 min 16 s.

### **Currency**

Currency amounts can be written in two ways:

23,50 euro

23,50 EUR

50 centów

The second variant with the EUR abbreviation is preferred.

### **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	Polish
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About XYZ	Około XYZ
as shown in table xx	Jak pokazano w Tabeli xx
For more information on xxx, see xxx.	Więcej informacji na temat xxx podano w xxx.
Please note that	Należy zwrócić uwagę na...
Refer to xxx for instructions on xxx.	Instrukcje na temat xxx podano w xxx.
registered trademark	zastrzeżony znak firmowy
troubleshooting	rozwiązywanie problemów
trademark	znak firmowy
User's Guide	Przewodnik dla użytkownika
Follow these steps to xxx	Wykonaj te punkty do xxx
Contact [support].	Skontaktuj się z [pomoc].
Are you sure you want to...?	Czy na pewno chcesz...?

### ***Prepositions***

Pay attention to the correct use of the preposition in translations. Influenced by the English language, many linguists omit them or change the word order. For UI terminology, the use of prepositions can sometimes cause problems. For that reason, please consult the [Microsoft Language Portal](#) for use of prepositions for Polish UI content.

A few examples:

<b>English</b>	<b>Correct translation</b>
migrate to	przenieść do
import from/to	importuj z/do
export to	eksportuj do
integration with	integruj z
update/upgrade to	aktualizuj/ulepsz do
change to	zamień na
compatible with	kompatybilny z
click (on)	kliknij
connect to	połącz z
in the toolbar	na pasku zadań

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on the Web	w Internecie
on the menu	w menu
on a page	na stronie

## ***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 Polish. 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.

For third party trademarks and products mentioned in RingCentral content, please do 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](https://adobe.com/misc/pdfs/adobe_trademark_database_external.pdf)

Apple trademarks list:

[apple.com/legal/intellectual-property/trademark/appletmlist.html](https://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](https://microsoft.com/en-us/legal/intellectualproperty/Trademarks/EN-US.aspx)

Salesforce trademarks list:

[http://www.sfdcstatic.com/assets/pdf/misc/salesforce\\_TM\\_list.pdf](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.

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## **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 regard 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: Kliknij **Otwórz plik**.
- If software has not been translated, please use bilingual format, i.e. English first, followed by target in brackets. Put the translation outside the formatting.  
Example: Kliknij **Open File** (Otwórz plik).

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 Telefon: 888-528-RING (7464) lub +1-650-472-4100

## ***Recommended Polish Language References***

If you want to write a text without language or spelling mistakes that would distract the attention of your reader? You want to know whether a word or an expression is common throughout the language area? Or do you have questions about the syntax of sentences? Then you will find a clear and reliable answer here.

[Microsoft language Portal](#)

For spelling and spelling rules - <https://sjp.pwn.pl>.