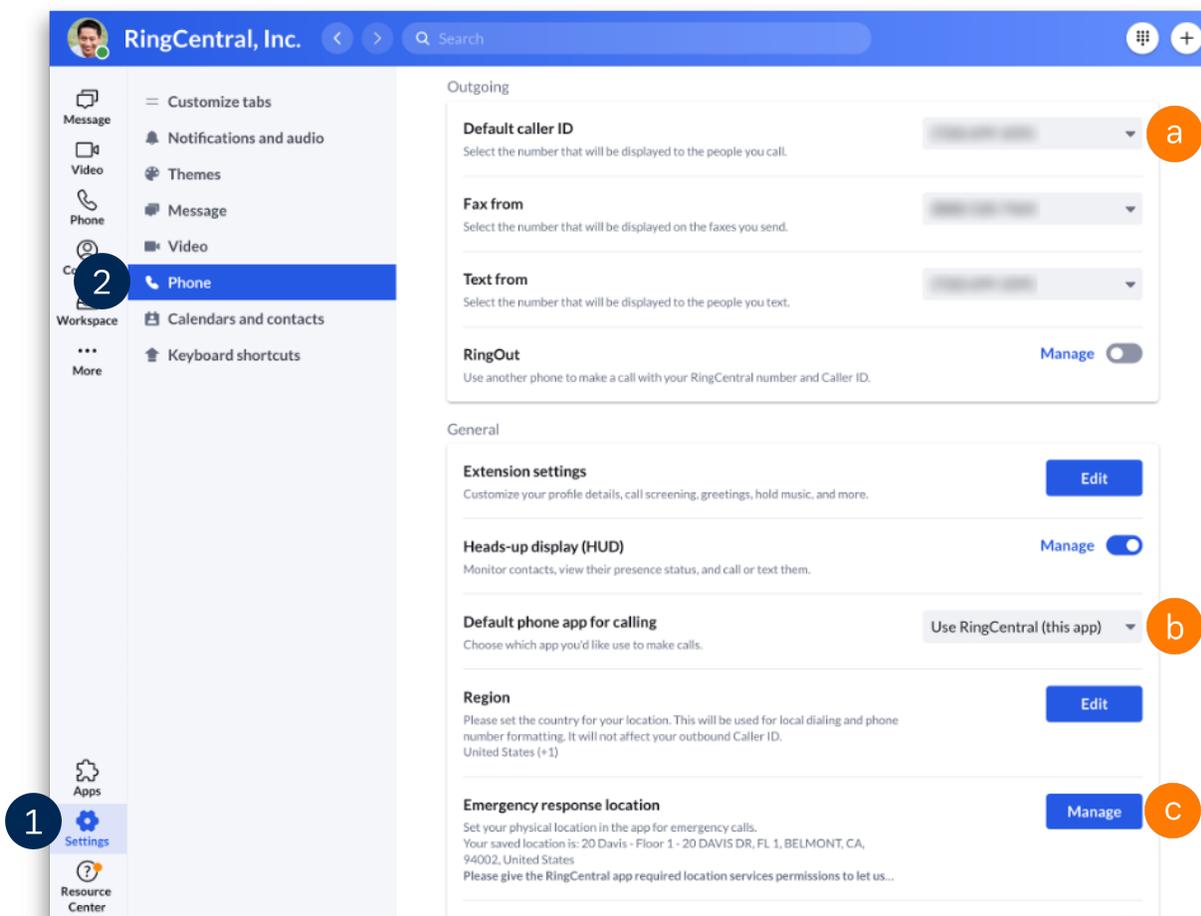


RINGCENTRAL APP: SETTING YOUR PHONE PREFERENCES

This quick guide explores some important settings to adjust for use with the calling feature of the RingCentral app.

SETTING YOUR PHONE PREFERENCES

1. Click **Settings**.
2. Click **Phone**.
 - a. Click the **Default caller ID** dropdown to select your preferred caller ID for outbound calls.
 - b. Under “Default phone app for calling”, select the **Use RingCentral (this app)** option.
 - c. **Manage** your physical address under the Emergency response location section.



UPDATING YOUR AVAILABILITY STATUS

- Once you have updated the general settings, click your **profile picture** to set your availability status.
- Select **Available** if you are available to take phone and video calls.
 - Select **Do not disturb** to block incoming calls. This also mutes chat notifications from direct messages and teams.
 - Selecting **Invisible** gives the impression that you are offline. You still receive messages and calls.
 - Your status automatically appears as **In a meeting** when on phone or video calls.

