RINGCENTRAL APP: SETTING YOUR PHONE PREFERENCES

This quick guide shows you how to get ready to use the calling feature of the RingCentral application.

SETTING YOUR PHONE PREFERENCES

1. Click Settings.
2. Click Phone.
   a. Under “Default phone app for calling”, select the Use RingCentral (this app) option.
   b. Click the Caller ID dropdown menu to select your preferred Caller ID for outbound calls.
   c. Update your physical address under the Emergency address section and click Confirm.
UPDATING YOUR AVAILABILITY STATUS

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