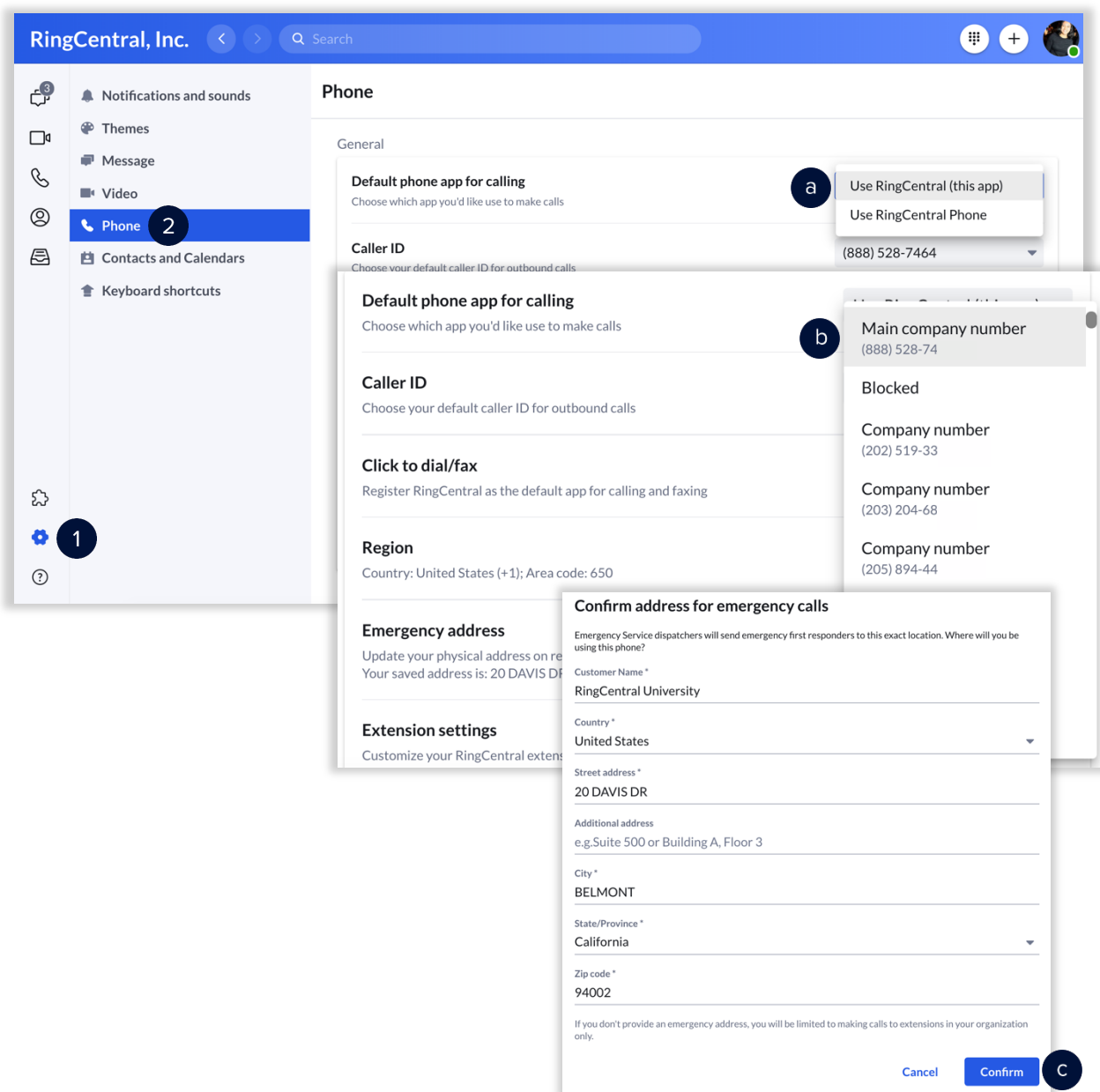


RINGCENTRAL APP: SETTING YOUR PHONE PREFERENCES

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.

