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.

Ð	= Customize tabs	Outgoing	
Message []] Video	 Notifications and audio Themes 	Default caller ID Select the number that will be displayed to the people you call.	-
Sehone	Message	Fax from Select the number that will be displayed on the faxes you send.	-
	■• Video		
2	S Phone	Text from Select the number that will be displayed to the people you text.	
STS	 Calendars and contacts Keyboard shortcuts 	RingOut Use another phone to make a call with your RingCentral number and Caller ID.	Manage
		General	
		Extension settings Customize your profile details, call screening, greetings, hold music, and more.	Edit
		Heads-up display (HUD) Monitor contacts, view their presence status, and call or text them.	Manage 🚺
		Default phone app for calling Choose which app you'd like use to make calls.	Use RingCentral (this app) 👻
		Region Please set the country for your location. This will be used for local dialing and phone number formatting, it will not affect your outbound Caller ID. United States (+1)	Edit
Apps Settings		Emergency response location Set your physical location in the app for emergency calls. Your saved location is: 20 Days - Floor 1 - 20 DAVIS DR. FL 1. RELADAT. CA	Manage
6		94002, United States	

UPDATING YOUR AVAILABILITY STATUS

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 direct messages and teams.
- c. Selecting **Invisible** gives the impression that you are offline. You still receive messages and calls.
- d. Your status automatically appears as **In a meeting** when on phone or video calls.

