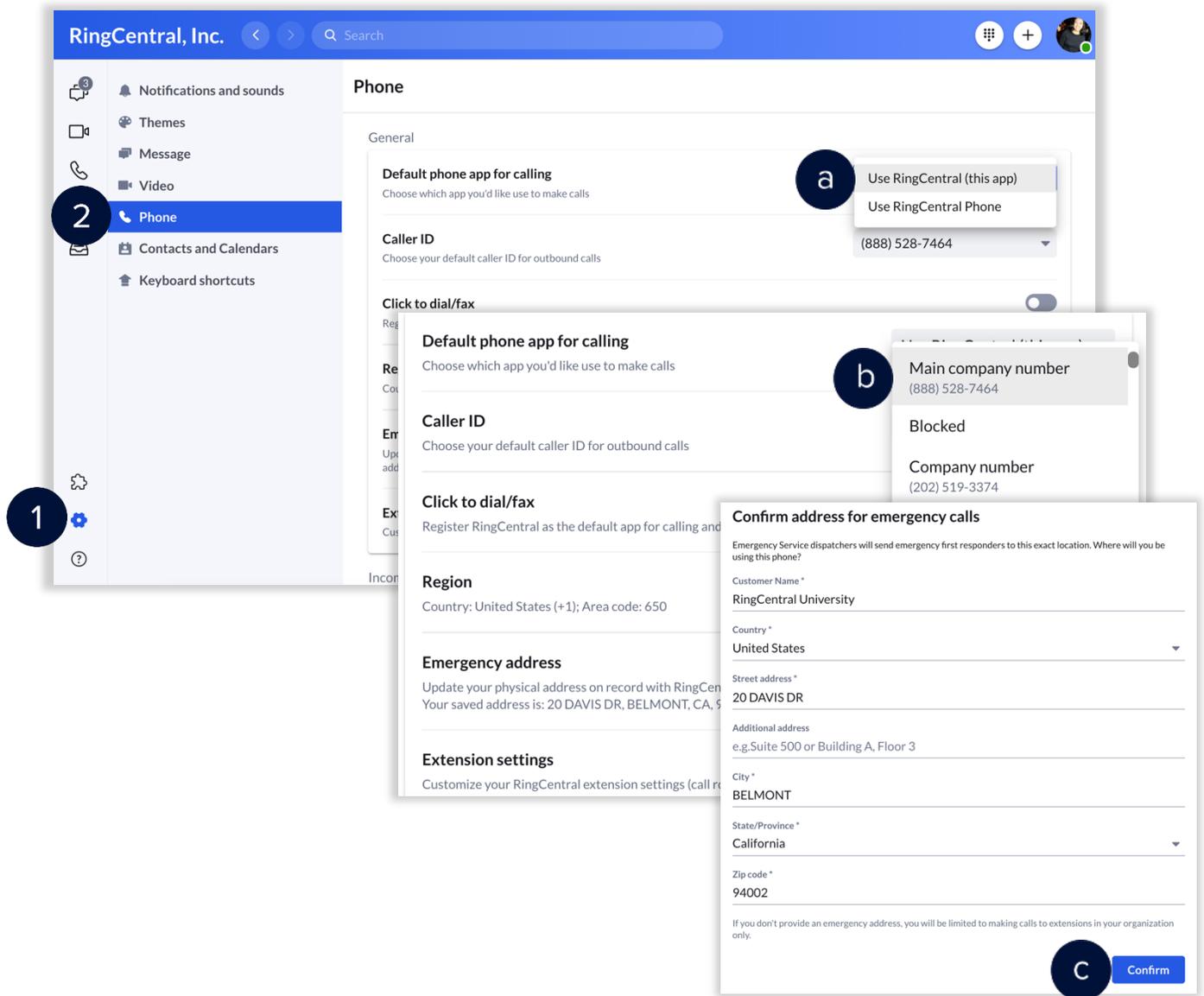


RINGCENTRAL APP: SETTING YOUR PHONE PREFERENCES

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.

