

## **5** Changing your location

When you press **[5]** from the Main Menu you are sent to the Change Location Menu, where you are presented with the following options:

**[\*]** Change availability

**[1]** Change location to In Office

**[2]** Change location to Away on Business

**[3]** Change location to At Home

**[4]** Change location to Meeting

**[5]** Change location to At Lunch

**[6]** Change location to Vacation

**[7]** Change location to User Defined location

**[8]** Review current availability and location

**[9]** Return to Locations Calendar

**#** Return to Main Menu