

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