

# Change Status V1.0



### **Over View**

There are 5 statuses in 3CX. They are **Available**, **Away**, **Do Not Disturb** (**DND**), **Lanuch** and **Bussiness Trip**. The Extension can receive calls only when the extension is in **Available** status. You can change the status of the extension by press the "change status" button as you need.

## How To Config

1, 3CX Management console -> Extension -> BLF. Configure a BLF key to

### Change status button

BLF (Busy Lamp Fields)								
Assign BLF buttons to presence of other extensions, speed dials, shared parking or other functions. These settings are applied for both the IP phone & the 3CX client.								
1	Change Status	•	Away	۳				
2			Available					
	Change Status	*	Away					
			Do Not Disturb (DND)					
	Change Status	v	Lunch Business Trip					

2, 3CX Management console -> Extension -> Forwarding rules. Configure the

forwarding rules to confirm that when you can't receive the call, the 3CX

phone system can forward the call to the right place.

General	Voicemail	Forwarding Rules	Phone Provisioning	BLF	Options	Rights	Integration				
Statuse	Statuses										
If in this											
Avail	able						v				
Avail	able										
Away Do N Lunc Busir	Away Do Not Disturb (DND) Lunch Buisiness Trip										
Forw	ard to Voice Mai	l					٣				
If I am b	If I am busy or my phone is unregistered, forward calls to:										
Forw	ard to Voice Mai	l					¥				
Externa	External Calls										
After tin	After timeout forward external calls to:										
Forw	Forward to Voice Mail										
If I am busy or my phone is unregistered, forward calls to:											
Forw	ard to Voice Mai	il					Ŧ				



3, Click the  $\mathbf{OK}$  button to complete the configuration and re-provision the

phone.



## How To Use

1, Before you away from the office, you can press the "Away" key to change the status of the extension, if someone makes a call to your extension, the call will be forwarded to the place where you have configure before.

2, When you go back to your office, you can press the "Available" button to change your extension status to Available. Then your phone can receive calls.