



## Manage App Settings and Features

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### User Settings

**User Settings** provide various options to customize and manage your app experience. This article outlines the functionalities available within User Settings and guides you through their usage.

### Status

Let your team members know your current status using this feature.

### Users

Administrators can access the User Management Guide by clicking [here](#).

### Settings

Discover the capabilities and functions accessible through the Settings menu.

### Profile

You can modify your Profile Information at any time using this option.

To update your Profile Settings:

1. Access **User Settings** and click on **Settings**.
2. The **Profile** page will be displayed. Update the following information:
  - Your Name;
  - Select the number type: Work, Home, or Other;
  - Address Line 1;
  - Address Line 2;
  - City;
  - State;
  - Company;
  - Position.

3. Click **Save** to apply the updated settings.
4. **Refresh** the page to see the changes.

## Numbers

Control the activation and deactivation of your phone numbers for calls.

1. Go to **Menu Settings > Select Settings**.
2. Click on **Numbers**.
3. **Toggle on** the Active option to **enable** a number, or;
4. **Toggle off** the Active option to **disable** a number.
5. You will receive a confirmation of your action.
6. Manage **Do Not Disturb** (DND) by clicking on the bell icon and confirming the action.

## Audio & Video

Set up and test your audio and video settings for optimal app usage.

1. Go to **Menu Settings > Select Settings**.
2. Click on **Audio & Video**.
3. Configure your **Microphone, Speaker, and Camera** settings.
4. Test your Microphone Audio by clicking "**Test**".
5. Click **Save** to apply the changes.

## Contacts

Access the Contact Synchronization guide by clicking.

## Accounts

If you have more than one account, review the available accounts and identify the one you want to switch to.

Click on UserSettings > Language. Identify the account you wish to switch to and select it.

## Language

Switch between available languages according to your preference.

1. Click on **UserSettings > Language**.

2. Choose from the language options: **English (US)**, **Portuguese**, and **Spanish**.
3. **Select** your preferred language to apply the change.

#### Browser Permissions Setup

#### Enhance App Experience with Browser Permissions

Grant the app necessary browser permissions for a seamless experience.

1. Access your browser **settings/configurations**.
2. **Enable** the Camera, Microphone, and Notifications for the app.

#### **For Firefox users:**

Firefox requires manual permission setup for audio, camera, and notifications. Follow these steps:

1. **Access** the Web App on Firefox.
2. **Allow** pop-ups for **notifications**, **microphone**, and **camera** if prompted.
3. If no pop-up appears, follow these steps:
  - Open the Firefox Application Menu (located beside the address bar).
  - Go to **Settings**.
  - Navigate to **Privacy & Security**.
  - Scroll down to **Permissions**.
  - Adjust settings for **Camera**, **Microphone**, and **Notification**.