

Manually Switch Presence

This topic describes how to manually switch presence, including switch presence to a fixed status or a temporary status.

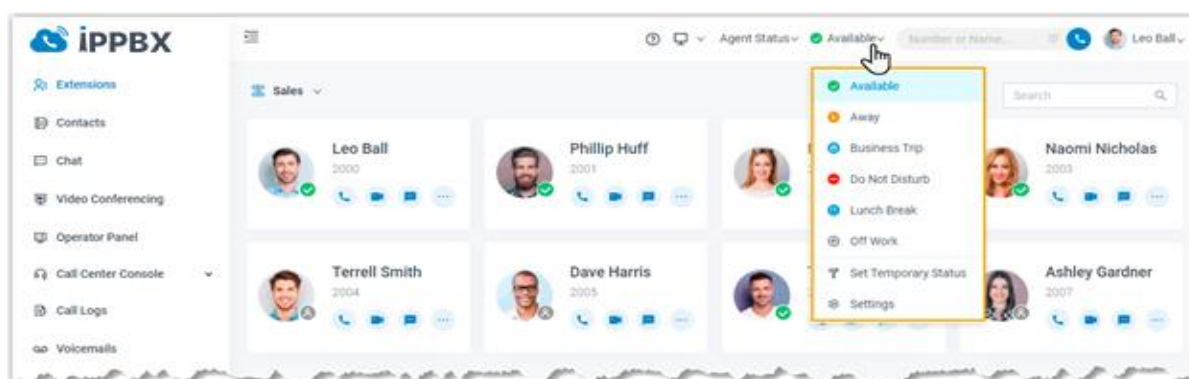
Switch presence to a fixed status

You can switch presence to a fixed status in the following ways:

- [Switch presence to a fixed status on Network PBX Web Client](#)
- [Switch presence to a fixed status by dialing a feature code](#)

Switch presence to a fixed status on Network PBX Web Client

1. Log in to Network PBX Web Client.
2. In the top pane, select a presence from the drop-down list of **Presence**. Related [presence settings](#) take effect.



Switch presence to a fixed status by dialing a feature code

1. On Dialpad, dial a presence's feature code.
The default feature code for each presence is listed as below:

Note: Contact system administrator to check if there are changes of the feature codes.

- **Available:** *91
- **Away:** *92
- **Do Not Disturb:** *93
- **Lunch Break:** *94
- **Business Trip:** *95
- **Off Work:** *96

Switch presence to a temporary status

Assume that you would be away for a scheduled meeting during which you are unavailable to answer calls, but you want calls to be forwarded to the previous destination when you are available. In case you forget to change presence, you can switch presence to a temporary status, and set how long the status will last.

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Procedure

1. Log in to Network PBX Web Client.
2. In the top pane, select **Set Temporary Status** from the drop-down list of presence.
3. In the pop-up window, configure the following settings:
 - a. In the **Change Status To** drop-down list, select a temporary status.
 - b. In the **Hour** and **Minute** drop-down list, set how long the temporary status will last.
 - c. **Optional:** In the **Set Status Message** field, add a personal note to the temporary status.
4. Click **Save**.

Related [presence settings](#) take effect.

Result

In the top pane, hover your mouse over presence, check when the temporary status will expire.

When it comes to the expiration time, presence and relevant settings would be switched back to the previous one.

