

- 1. Sign into the Voice Services Portal website URL provided to you for your User or Admin account
- 2. Go to the User Settings or click on the View All Features link in the Basic Features card on the Dashboard to view your settings.
- 3. Click on the View/Edit drop-down arrow next to the Find Me feature you wish to manage.

FIND ME - SEQUENTIAL RING

The Find Me – Sequential Ring service allows the user to define and manage up to five (5) alternate phone numbers that can be set to ring one after the other if an incoming call is not answered on your desk device.

| nd Me – Sequential Ring | | | OFF | Ŧ |
|---|------------------------|------------------------|---|----------------------------|
| Forward your calls to up to five Use base location first Number of rings for Base loca Continue the search proce Enable caller to akip search | | or messaging is enable | a. | |
| Answer Confirmation Required | Phone Number / SIP URI | Number of Rings | Add Sequential Ring Oriteria | |
| 0 | 2058875309 | 3 🔻 | Description | |
| 1 | 2059896957 | 3 🔻 | | - Please Select Option - T |
| 1 | | 3 🔻 | Delected Time Schedule: Selected Holiday Schedule: | Every Day Al Day |
| 1 | | 3 🔻 | Cals From | - Please Select Option - * |
| | | 3 🔻 | Anonymous cellers: Unavailable cellers: | 8 |
| Save & | | | Sant Cantel | |
| Name Active | Edit | Delete | | |
| lest Disabled | Edit | Delete | | |
| Cancel Add | | | 🕖 See Instruction | vis l |

- 1. Click on the Add button beneath the number list to open the Add Sequential Ring Criteria dialog.
- 2. Add a Description: (required) Type a short descriptive title for review in lists.
- 3. Enter or select from the following trigger options, as needed:
 - Setup Options: Use the drop-down menu to define whether this list will use Sequential Ring.
 - Selected Time Schedule: Use the drop-down menu to select a predefined time schedule.
 - Selected Holiday Schedule: Use the drop-down menu to choose a predefined holiday schedule.
 - Calls From: Use the drop-down menu to choose an option (and enter phone numbers in the fields provided below if *Following Phone Numbers* is selected).
 - Anonymous Callers: Click to add a check in the box
 ☑ to enable.
 - Unavailable Callers: Click to add a check in the box
 ☑ to enable.
- 4. Click on the Save button when finished to submit the trigger criteria, and return to Settings.

FIND ME - SIMULTANEOUS RING

The Find Me - Simultaneous Ring service allows users to define up to ten (10) alternate phone numbers/ SIP URI addresses to ring when a call comes through, and create multiple scenarios to use when the service is On. All idle devices assigned to the numbers that are enabled will ring at the same time.

| Answer Confirmation Required | Phone Number / SIP URI | | | |
|---|------------------------|---|---|--|
| 8 | 3219486370 | | | |
| 0 | 3215551212 | Add Simultaneous Ring Criteria | | |
| | 4073107552 | Description Setup options Selected Trait Stretche Selected Notikry Schedule Calis Fina Anonymous calers: Unavailable calers | - Please Select Option - Every Day All Day None - Please Select Option - | |
| Save Simultaneous Ring Criteria List | | Save | | |

- 1. Click on the Add button beneath the number list to open the Add Simultaneous Ring Criteria list.
- 2. Description: (required) Type a short descriptive title for review in lists.
- 3. Define the following criteria options, as needed:
 - Setup Options: Use the drop-down menu to define whether this criteria list will use Simultaneous Ring.
 - Selected Time Schedule: Use the drop-down menu to choose from predefined times you wish Simultaneous Ring to function.
 - Selected Holiday Schedule: Use the drop-down menu to choose a predefined holiday schedule.
 - Calls From: Use the drop-down menu to choose an option (and enter phone numbers in the fields provided below if *Following Phone Numbers* is selected).
 - Anonymous Callers: Click to add a check in the box ☑ to enable.
 - Unavailable Callers: Click to add a check in the box ☑ to enable.
- 4. Click on the Save button when finished to submit the criteria and close the view.