- 1. Sign into the Voice Services Portal website user account. Example: portal.momentumtelecom.com
- 2. Go to Settings or click on the View All Features link in the Basic Features card on the Dashboard to view settings.
- 3. Click on the *View/Edit* drop-down arrow next to the 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.

			OFF ¥
orward your calls to up to five	alternate locations.		
Use base location first Number of rings for Base loc Continue the search proce Enable caller to skip search	ation: 4 • • • • • • • • • • • • • • • • • •	or messaging is enabl	
Answer Confirmation Required	Phone Number / SIP URI	Number of Rings	Add Securitial Bios Orbinia
0	2058675309	3 🔻	Description
0	2059896957	3 -	Setup optiona: - Please Select Option *
0		3 .	Selected Time Schedule: Every Day At Day *
0		3 ¥	Cals From - Please Select Option - *
		3 .	Anonymous callens III Unavailable callens III
Save			Same Person
	Edit	Delete	
Name Active			

- 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		
5	3219486370		
0	3215551212	Add Simultaneous Ring Criteria	
		Selected Time Schedule Selected Time Schedule Gala From Anonymous callers Unavailable callers	- Presse Select Option -
Cinultananus Dina Critaria List			

- 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.
- 4. Click on the Save button when finished to submit the criteria and close the view.