FIND ME



- 1. Sign into the Voice Services Portal website. Example: https://portal.momentumtelecom.com
- 2. Go to Settings or click on the View All Features link int 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.

nd Me – Sequential Ring			TF ¥	
orward your calls to up to fiv	e alternate locations.			
Use base location first Number of rings for Base los Continue the search proc Enable caller to skip sear	eation: 4 ¥ ess if the base location is busy, ch process. Assumes forwarding	or messaging is enabled		
Answer Confirmation Required	Phone Number / SIP URI	Number of Rings	Add Sequential Ring Criteria	
1	2058575309	3	Description	
1	2059898957	3 🔻	Setup optiona: - Please Select Option - V	
E		3 🔻	Selected Time Schedule: Every Day All Day V Selected Holday Schedule: None V	
1		3 🔻	Cala From - Please Select Option - *	
i		3 🔻	Anorymous cellers III Unavailatie cellers III	
Save				
Sequential Ring Criteria Lie	st.			
lame Active	Edit	Deiete		
est Disable	d Edit	Delete		
Cancel Add				
			See instructions	

- 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 numbers ring at the same time, if they are enabled for usage.

Answer Confirmation Required	Phone Number / SIP URI		
5	3219486370		
0	3215551212	Add Simultaneous Ring Criteria	
	4073107552	Selected Time Schedule Selected Holday Schedule Calis From Anonymous caliers Unavailable caliers	None •
Simultaneous Ring Criteria List here are currently no selective criteria Cancel Add	added	53Ye Calicel	

- 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.