



Setting up "Find Me Follow Me" Executive Seat

Log into CommPortal

Granite

Home Messages and Calls Contacts Make Call Halley Moniz

Phone Status

Summary Rules Weekly Schedule Special Days Apply Cancel

When I receive a call Additional options

Ring my phone

Forward to

Send to voicemail

Use my **Normal** rules (or set up new rules)

Handle depending on the time or day

Set a weekly schedule to apply different rules based on time, or day of the week.

These options apply in all cases where you've chosen to have your phone ring.

If I don't answer:

Forward to

Send to voicemail

Reject the call

If I'm in a call:

Forward to

Send to voicemail

Reject the call

What audio should callers hear before their call is answered?

Use default ringback

Use custom ringback [record](#)

Go to 'Rules' sub tab

Messages and Calls Contacts Make Call

Phone Status

Summary Rules Weekly Schedule Special Days

Add New Set of Rules Rename Apply Cancel

Rules give you advanced options for handling incoming calls. You can choose which set of rules is active from the Summary tab.

Sets of Rules	Normal
Normal	Default: All calls will ring your phone using the Standard Ringtone

Move Up Move Down Edit Add New Rule





Click “Add New Set of Rules”.

Enter the name of the rules you would like to create.

Then click 'OK'.

Choose a name for this new Set of Rules.

Pick a name which will help you remember what this Set of Rules does. For example, you might choose "Family Calls Only" or "Forward Urgent Calls".

Name:

Click 'Edit'.

Phone Status

Summary Rules Weekly Schedule Special Days

Rules give you advanced options for handling incoming calls. You can choose which set of rules is active from the Summary tab.

Sets of Rules: Find me follow me

Find me follow me

Normal

Default: All calls will ring your phone using the Standard Ringtone

Select “ring more than one phone at the same time or in sequence”.

When no rules apply in the "Find me follow me" set of rules

When no rules apply

- ring my phone using
- forward to
- send to voicemail
- play a reject message and reject the call
- ask the caller to say their name before I accept the call
- ring more than one phone at the same time or in sequence
- ask the caller to say their name before ringing more than one phone at the same time or in sequence





Click "Next >"

When no rules apply in the "Find me follow me" set of rules

Choose which phones you would like to ring when no rules apply

Enter the phone number you want to ring, and for how long.

The first phone will always start ringing immediately and you can have more than one phone ring at the same time. If a line is busy, the next available phone will start ringing immediately.

All phones will stop ringing as soon as one phone is answered.

If you don't answer or all lines are busy, the action selected here will be applied instead of any global configuration you may have configured on the Summary page.

Phone Number: Start: End:

Ring my phone using

If I don't answer or all lines are busy, forward to

In the "Phone Number" field you will put the number you want to ring first (for example, your desk phone or cell phone). Then input the amount of seconds you want that specific phone to ring for.

When no rules apply in the "Find me follow me" set of rules

Choose which phones you would like to ring when no rules apply

Enter the phone number you want to ring, and for how long.

The first phone will always start ringing immediately and you can have more than one phone ring at the same time. If a line is busy, the next available phone will start ringing immediately.

All phones will stop ringing as soon as one phone is answered.

If you don't answer or all lines are busy, the action selected here will be applied instead of any global configuration you may have configured on the Summary page.

Phone Number: Start: End:

Ring my phone using

If I don't answer or all lines are busy, forward to

Click "Add"

When no rules apply in the "Find me follow me" set of rules

Choose which phones you would like to ring when no rules apply

Seconds into call: 0 30 60 90 120

(401) 595 1069

Phone Number: Start: End:

Ring my phone using

If I don't answer or all lines are busy, forward to





Do the same for the next number you would like to ring. You are able to make them overlap or ring in order. ("My Phone" is always your desk phone number)
Then click 'Add'.

From here you can either continue to add more numbers. If you are satisfied then you are able to set what happens to your calls when none of the lines referenced answers the calls. This is in the "If I don't answer or all lines are busy, forward to" field. You can either forward the calls to voice-mail or another phone number. Once satisfied, click "Finish".

Then click "Apply"

Your rule is now created. To make the rule active you will go to the "Summary" tab.





In the “Use my” field you will drop down the menu and select the label of the rule you just created.

Once satisfied, click “Apply”

Phone Status

- Summary
- Rules

When I receive a call

- Ring my phone
- Forward to (401) 595 1069
- Send to voicemail
- Use my **Normal** rules (or set up new rules)
 - Find me follow me
 - Normal
- Handle ... or day

