VOCUS IP TEL MANAGER
Configuring Simultaneous Ring
September 2018

INTRODUCTION

This document provides step by step instructions on how to configure Simultaneous Ring in Vocus IP Tel Manager. A Group Administrator can configure the feature for a user, or a user can configure it themselves.

Simultaneous Ring Personal allows you to list phone numbers you would like to ring in addition to your primary desk phone when you receive a call.

This feature is helpful when you are not at your desk phone, but you would like your mobile phone (or another desk phone) to also ring when a call is received. You can also turn off simultaneous ringing when you are at your desk on a call.

"Answer Confirmation required" prompts the answering party to enter a confirmation digit to confirm acceptance of the call. This is configured by your Group Administrator.

Time and holiday schedules are also set up by the Group Administrator.

Warning: If your mobile phone or any other phone (that has been listed) has voice mail that picks up before your office voice messaging picks up, your voice mails will be received on your mobile phone messaging system.

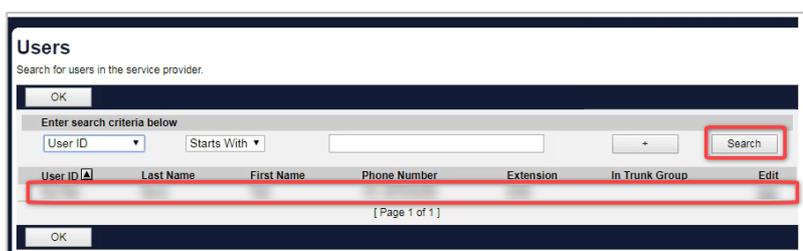## ADDING SIMULTANEOUS RING NUMBERS

Login to Vocus IP Tel Manager.

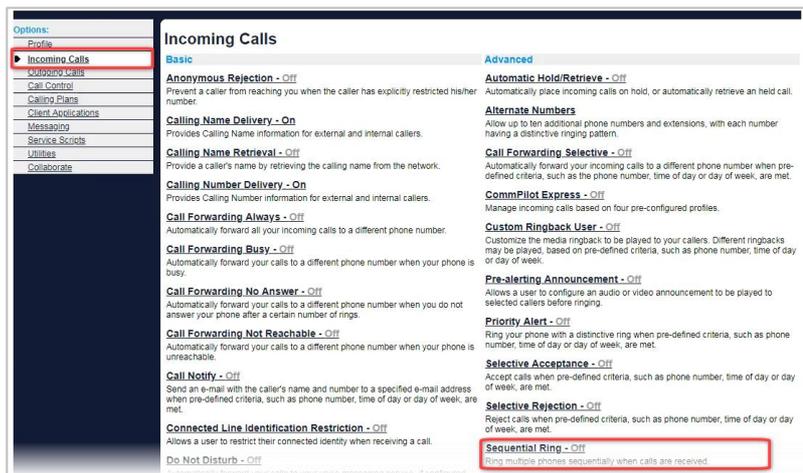On the *Group > Profile menu* page:
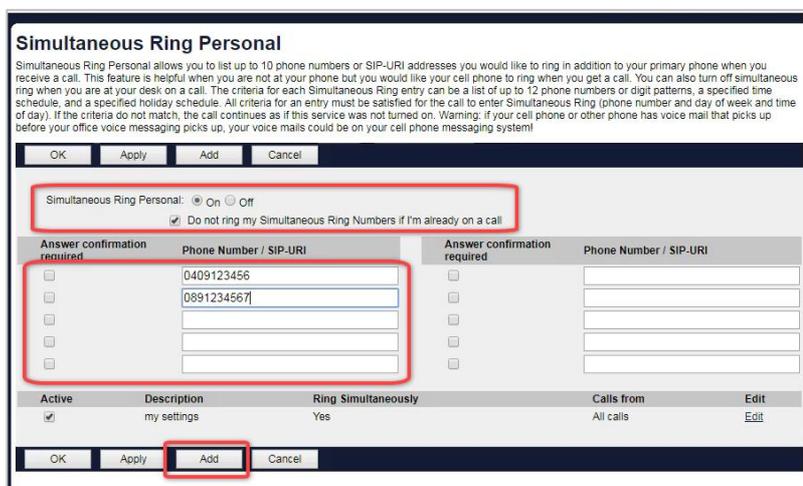
1. Click **Users.**
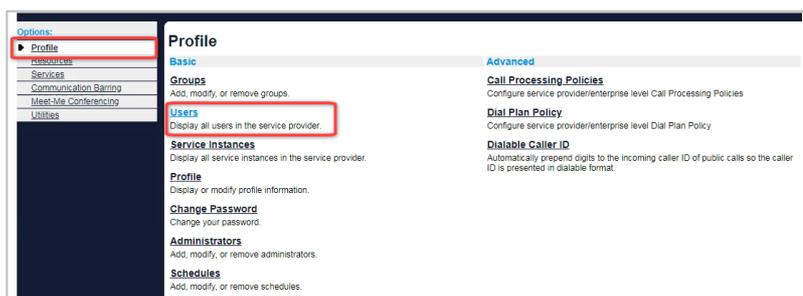
2. Click **Search** to display a list of users in your group.

3. Click **Edit** or any item on the row for the user.

4. Click **Incoming Calls.**
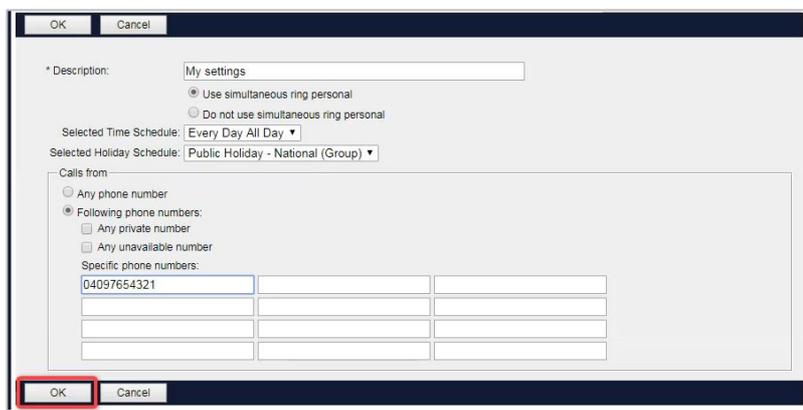
5. Click **Simultaneous Ring Personal.**

6. Choose **On.**

7. Select (if required**) Do not ring my Simultaneous Ring Numbers if I'm already on a call.**

8. Tick to indicate if **Answer Confirmation Required**.

9. Enter phone numbers.

To add a schedule or to specify calls from:

10. Click [Add].

11. Enter a **Description**.

12. Specify how you want to handle Incoming calls. **Use Simultaneous ring personal**, or **Don't Ring Simultaneous ring personal** for the schedule or numbers being specified.

13. Select a **Selected Time Schedule** from the drop-down list. (If required.)

14. Select a **Selected Holiday Schedule** from the drop-down list. (If required.)

15. From the **Calls From** field , select **Any phone number, Any unavailable number** and/or **e**nter the required numbers.

16. Click [OK].