TouchTone Quick Start Guide: Find Me Follow Me

With Find Me Follow Me (Mobile Office), your calls follow you wherever you go. Receive calls from any phone as if you were in the office. Three options are available: Sequential, Simultaneous and Forward.

Sequential Ring

This features allows you to ring multiple phones sequentially when calls are received.

To enable Sequential Ring:

1. Log into the Business VoIP Web Portal.
2. Click the **Incoming Calls** link located on the left hand side.
3. Click **Sequential Ring**. (See Figure below)
4. Click the **Add** button.
5. **Enter a Description** and click the **OK**.
6. Click the **Use Sequential Ring** radio button.
7. **Select a Schedule**, if needed (default is "Every Day All Day".)
8. Click **OK**.
9. Enter the phone numbers that you want to ring.
10. Leave the rest of the options as defaults.
11. Click **Apply**, and then **OK**.
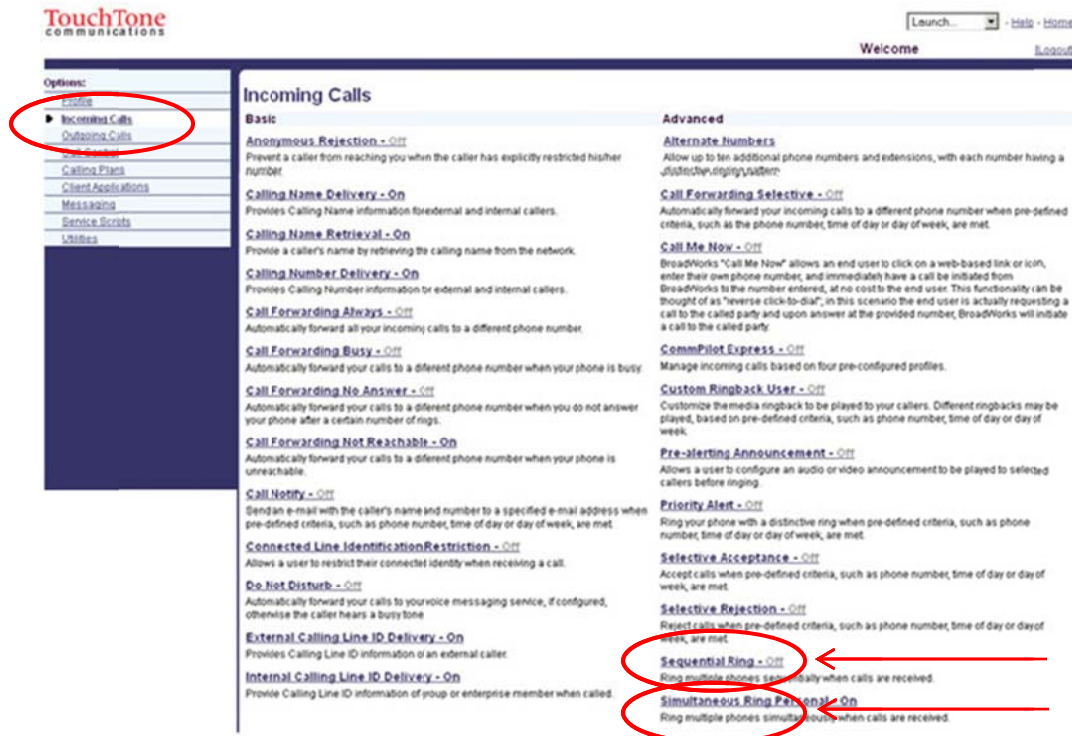
To disable Sequential Ring:

1. Log into the Business VoIP Web Portal.
2. Click the **Incoming Calls** link on the left hand side.
3. Click **Sequential Ring**.
4. Uncheck the box for **Active**.
5. Click **Apply** and then **OK**.

Simultaneous Ring

This feature allows you to ring multiple phones simultaneously when calls are received.

To enable Simultaneous Ring Personal:

1. Log into the Business VoIP Web Portal.
2. Click the **Incoming Calls** link located on the left hand side.
3. Click **Simultaneous Ring Personal**. (See Figure below)
4. Click the **Add** button.
5. **Enter a Description** and click on **OK**.
6. Click **On** radio button.
7. **Enter the phone numbers** that you want to ring simultaneously with your IP phone.
8. Leave the rest of the options as defaults.
9. Click **Apply,** and then **OK**.

To disable Simultaneous Ring Personal:

1. Log into the Business VoIP Web Portal.
2. Click the **Incoming Calls** link on the left hand side.
3. Click **Simultaneous Ring Personal**.
4. Click the **Off** radio button.
5. Click **Apply**, and then **OK**.

Forwarding

Use this feature to forward all incoming calls to an extension or external number. When someone dials your extension, the forwarded extension or number receives the call. You can forward calls to any number – cell phone or landline.

Forwarding is controlled from the Web Portal, allowing you to forward your calls from any Browser while away from your desk.

To forward a line:

1. Log into the Business VoIP Web Portal.
2. Click the **Incoming Calls** link on the left hand side.
3. **Select call forwarding type**. There are three types to choose from.
   - **Call Forwarding Always:** Automatically forward all your incoming calls to a different phone number.

- **Call Forwarding No Answer:** Automatically forward your calls to a different phone number when you do not answer your phone after a certain number of rings.
- **Call Forwarding Not Reachable:** Automatically forward your calls to a different phone number when your phone is unreachable (offline).

4. Click the **On** radio button next to the call forwarding type you would like to enable.
5. Next to Calls Forward to phone number / SIP-URI, **enter the phone number** to which you want to forward your calls.
6. Click **Apply,** and then **OK**.

To disable forwarding:

1. Log into the Business VoIP Web Portal.
2. Click the **Incoming Calls** link on the left hand side.
3. **Select the call forwarding type** you want to disable.
4. Click the **Off** radio button.
5. Click **Apply**, and then **OK**.

NOTE: If voicemail is enabled on your VoIP phone, unanswered calls will be sent to your voicemail box after the no-answer duration is met.