Setting up “Find Me Follow Me” Executive Seat

Log into CommPortal

Go to 'Rules' sub tab
Click "Add New Set of Rules". Enter the name of the rules you would like to create. Then click 'OK'.

Select "ring more than one phone at the same time or in sequence". Click 'Edit'.

When no rules apply in the "Find me follow me" set of rules:
- ring my phone using The Standard Ringtone
- forward to enter a number
- 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 >”

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.

Click “Add”
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”