

Call Manager

The Phone Status panel at the centre of the CommPortal Home page displays your **Call Manager** that allows you to set your current availability status and manage how incoming calls are handled.

Phone Status

Available for Calls

Incoming calls will: Ring your phones in order

Ring your Account Phone
Ring your phones in order
Ring your phones together
Forward to another phone...

If there is no answer

Forward to ChrisT after 36 seconds
Send to voicemail after 60 seconds

If your phone is busy

Forward to another phone
Send to voicemail

Advanced Settings

Forward Selected
Reject Selected
Distinctive Ringtone
Forward if Unavailable
Anonymous Callers

Apply Cancel

The top section on the left enables you to set your status to **Available** or **Do Not Disturb**, or to **Forward all Calls**.

The panel on the right allows you to set up call handling rules for **Normal**, **Anonymous**, **VIP**, and **Unwanted callers**. You can use options on this screen to add numbers to VIP and Unwanted callers lists.

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