

# 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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