



## Find Me Follow Me

Find Me Follow Me allows you to create custom call routes that can ring multiple devices sequentially or simultaneously, whenever your Cypress number is called. This feature also allows you to redirect your calls based on day, time, who's calling and your availability. You will need to be logged in to your CommPilot Web Portal to access these settings.

## Sequential Ringing

Sequential Ringing enables you to define a "find-me" list of 5 phone numbers that are alerted sequentially for incoming calls that match specified criteria. While the service is routing the call, the calling party may be provided with a greeting followed by periodic comfort announcements.

To set up Sequential Ringing follow these steps:

1. Click **Sequential Ring** on the **Incoming Calls** menu page.
2. Enter the **Phone Number/SIP-URI** for up to 5 locations, in the order you would like to be sequentially rung.
3. Click **Add**.
4. Enter a **Description** for your Sequential Ring criteria.
5. Modify the criteria for how you want to handle incoming calls.
6. Click **OK**.
7. Make sure the box is checked next to any of the criteria you want Sequential Ring to follow.
8. Click **OK** or **Apply**.

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**Sequential Ring**

Sequential Ring allows you to sequentially ring up to 5 locations in addition to the base location for a specified number of rings. The 5 locations can be either a phone number or a SIP-URI. The feature applies to calls matching your pre-defined criteria. Use this service to ring calls from your manager, a family member, or an important customer on your cell phone, alternate business phone, or home phone. The criteria for each Sequential Ring entry can be a list of up to 12 phone numbers or digit patterns and a specified time schedule. All criteria for an entry must be satisfied for the call to enter Sequential Ring (phone number and day of week and time of day). If the criteria do not match, the call continues as if this service was not turned on.

Use Base Location first  
Number of rings for Base Location: 3

Continue the search process if the base location is busy.  
 Enable caller to skip search process. Assumes forwarding or messaging is enabled.

Location	Phone Number / SIP-URI	Number of rings	Answer confirmation required
1	2117	3	<input type="checkbox"/>
2	2116	3	<input type="checkbox"/>
3		3	<input type="checkbox"/>
4		3	<input type="checkbox"/>
5		3	<input type="checkbox"/>

Active	Description	Time Schedule	Calls from	Edit
<input checked="" type="checkbox"/>	test	Every Day All Day	All calls	<a href="#">Edit</a>

## Simultaneous Ringing

Simultaneous Ringing enables you the ability to have up to 10 phones ring simultaneously when any calls are received on your Cypress phone number. The first phone to answer the call is connected.

**Note:** If your cell phone or other phone has voicemail that picks up before your office voice messaging picks up, your voicemails could be on your cell phone messaging system.

To set up Simultaneous Ringing follow these steps:

1. Click **Simultaneous Ring Personal** on the **Incoming Calls** menu page.
2. Click the **On** button to activate the service.
3. Select how you want to handle incoming calls.
4. Enter the **Phone Number/SIP-URI** to be added.
5. Click **Add**. Repeat steps 3 and 4 for each number.
6. Click **OK** or **Apply**.

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**Simultaneous Ring Personal**

Simultaneous Ring Personal allows you to list phone numbers or SIP-URI addresses you would like to ring in addition to your primary phone when you receive a call. This feature is helpful when you are not at your phone but you would like your cell phone to ring when you get a call. You can also turn off simultaneous ringing when you are at your desk on a call. Warning: If your cell phone or other phone has voice mail that picks up before your office voice messaging picks up, your voice mails could be on your cell phone messaging system!

Simultaneous Ring Personal:  On  Off

How to handle incoming calls:  
 Don't ring my Simultaneous Ring Numbers if I'm already on a call  
 Ring all my Simultaneous Ring Numbers for all incoming calls

Phone Number / SIP-URI	Answer confirmation required	Edit
7705551234		<a href="#">Edit</a>
7705554321	<input checked="" type="checkbox"/>	<a href="#">Edit</a>