



Unified Messaging User Preferences	
<b>User Information</b>	
<a href="#">User Profile</a>	Personal and general account information
<a href="#">Password</a>	Settings for Passwords.
<a href="#">Work Schedule</a>	Set up your working schedule for voice mail greetings.
<a href="#">Telephone Lines</a>	Allows to change language settings for the telephone lines.
<a href="#">Greetings</a>	Manage Greetings
<a href="#">External Email Account</a>	External Email Account Settings.
<b>Message Management</b>	
<a href="#">Voice Mail</a>	Voice mail settings.
<a href="#">Mail Filters</a>	Vacation Message and Mail forwarding settings.
<a href="#">Synchronize Mailbox</a>	Synchronize Mailbox.
<b>Find-me/Follow-me</b>	
<a href="#">Call treatment</a>	This is how I want to be reached.
<a href="#">My telephone numbers</a>	Telephone numbers where I can be reached.
<a href="#">Profiles</a>	This is how calls should be treated based on time and the calling number.
<a href="#">Advanced options</a>	Telephone numbers where I can be reached.

## SETUP CALL TREATMENT

Click on the **Call treatment** link under the Find-me/Follow-me section. Click the **Edit** button. Click the **Find-me/Follow-me Enabled** checkbox to enable this feature. Select one of the following call treatment types.

**If primary phone is not answered, call me at**  
Defines the number to send calls to if the primary line is not answered. Use the quick links to insert your pre-configured phone numbers.

**Do not disturb (send all calls to voicemail)**  
All calls will automatically be routed to your voicemail box.

**Reach me at**  
Enter the number where you want to be reached after first ringing your primary phone. Set the number of rings the application should wait before sending the call to this number.

**Automatically select a find-me/follow-me profile based on day and time of call**  
Select this option to allow the UM application to route your calls based on pre-configured profiles.

**Use following find-me/follow-me profile**  
Select a specific profile to use for routing all incoming calls.

## VERIFY CALL CONNECTION

The verify call connection option announces the FMFM transfer to the destination number, allowing you to accept or deny the FMFM transfer. This feature is useful for recognizing that a call was originally presented to your business telephone number.

Click on the **Advanced options** link under the Find-me/Follow-me section. Click to enable or disable the **Verify call connection** feature. Click **Update**.

## LOGGING IN

From any Internet browser, go to <http://c2voicemail.net>, enter your Username and password and click Login.

## ENTER YOUR PHONE NUMBERS

To enter your phone numbers, click on the **Options** link in the main menu and then click on the **My telephone numbers** link under the Find-me/Follow-me section. Click the **Edit** button. Enter the phone numbers where you can be reached (work, home, cell, custom) and the number of rings the system should wait before ringing the next number in your call treatment. Click **Update** to save your numbers.

## CONFIGURE YOUR PROFILES

You can create profiles containing call treatment options for each of the groups in your address book (important caller, family member, business call, friend, or anybody else)

Click on the **Profiles** link under the Find-me/Follow-me section. Click the **Add** button to add a new profile. Configure the following options for the new profile.

### Profile Name

Enter the name of this profile.

### Schedule

Select the start time and end time for each day of the week. Click the checkbox in each row to activate the find-me/follow-me feature for that timeslot.

### Numbers to call

Enter up to three numbers to call and specify the number of times each phone should ring.

### If I cannot be reached, I want to be notified by

Define how to end the call if you cannot be reached.