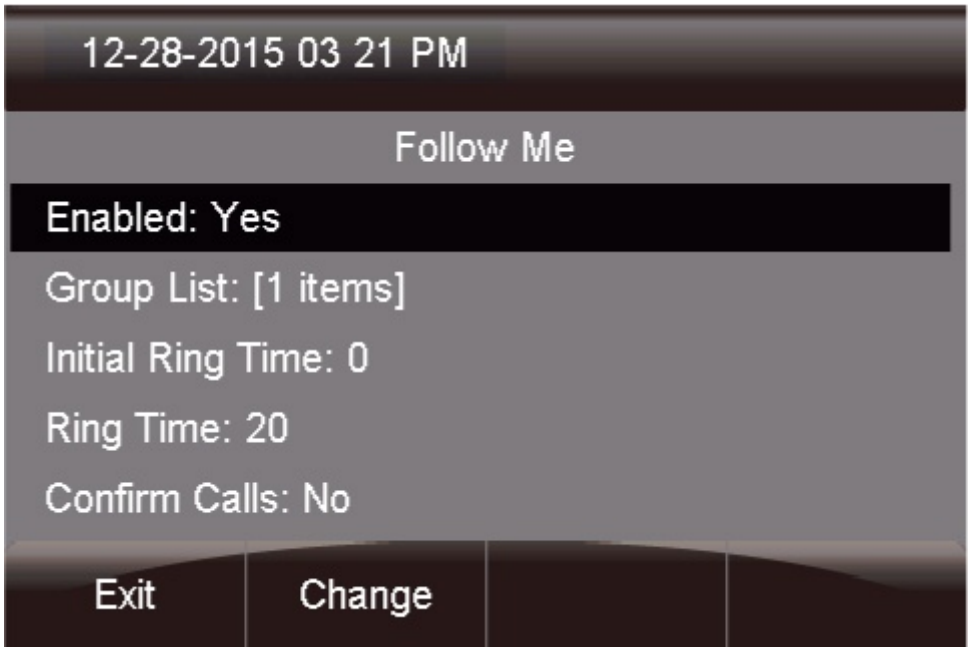
Follow Me

Overview

- Press the **Follow Me** button.

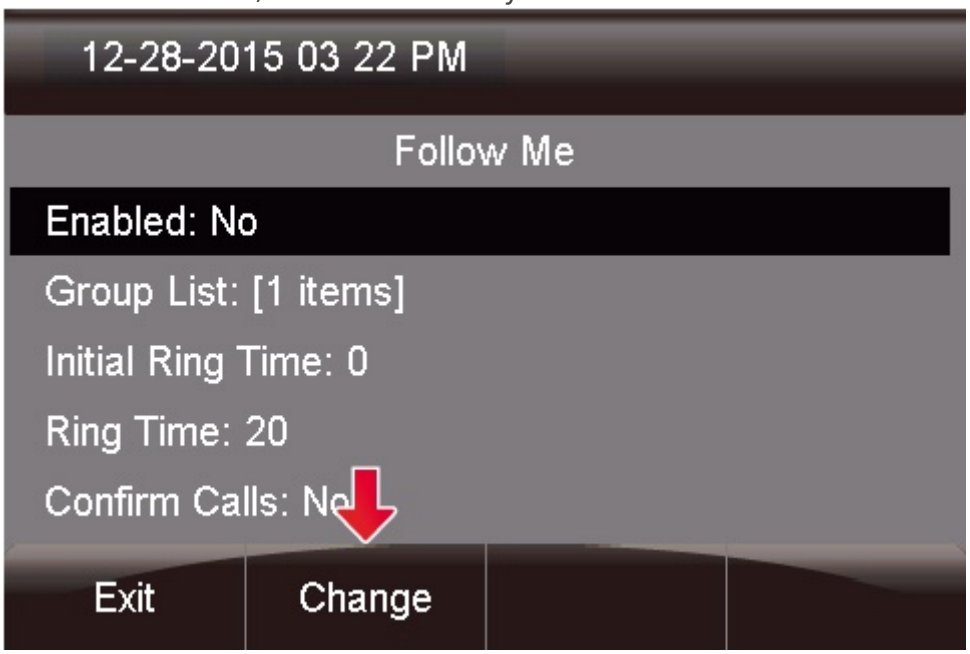


- ◦ **Enabled:** Yes or No
  ◦ **Group List:** The list of numbers that will be called as part of your Follow Me
  ◦ **Initial Ring Time:** How long to ring your extension directly before calling the list of numbers in your Follow Me phone numbers list
  ◦ **Ring Time:** How long to ring the numbers in your Follow Me phone numbers list
  ◦ **Confirm Calls:** If you are going to be dialing external numbers and want to make sure a voicemail or answering machine does not answer the call, enable this option
  Here, you can manage the following Follow Me settings:



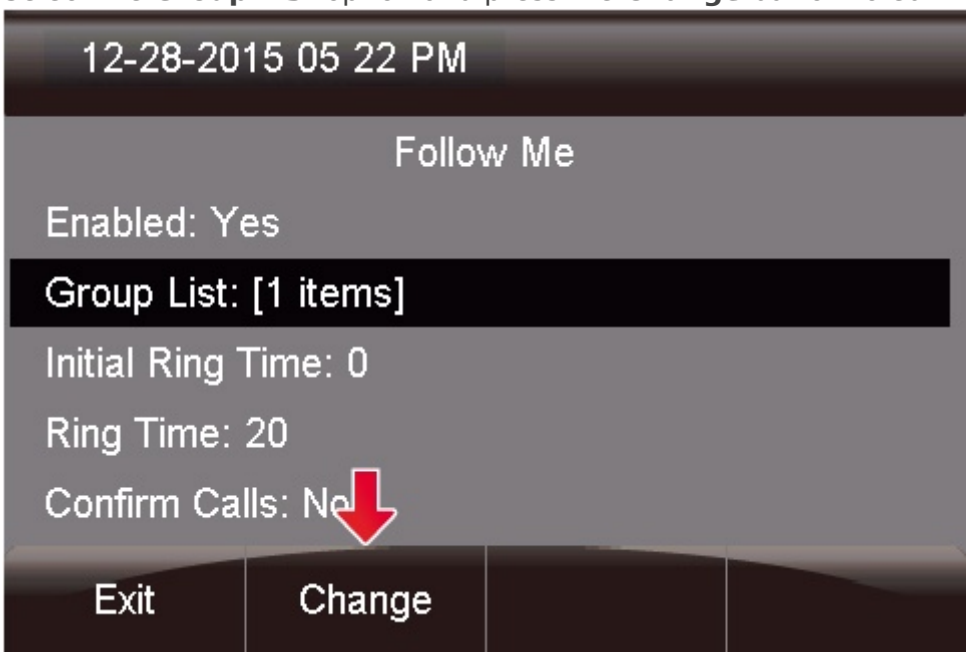
Enabled

- You can select the **Enabled** option and press the **Change** button to toggle between Yes or No. If set to **No**, inbound calls to your extension will NOT be sent to your Follow Me.

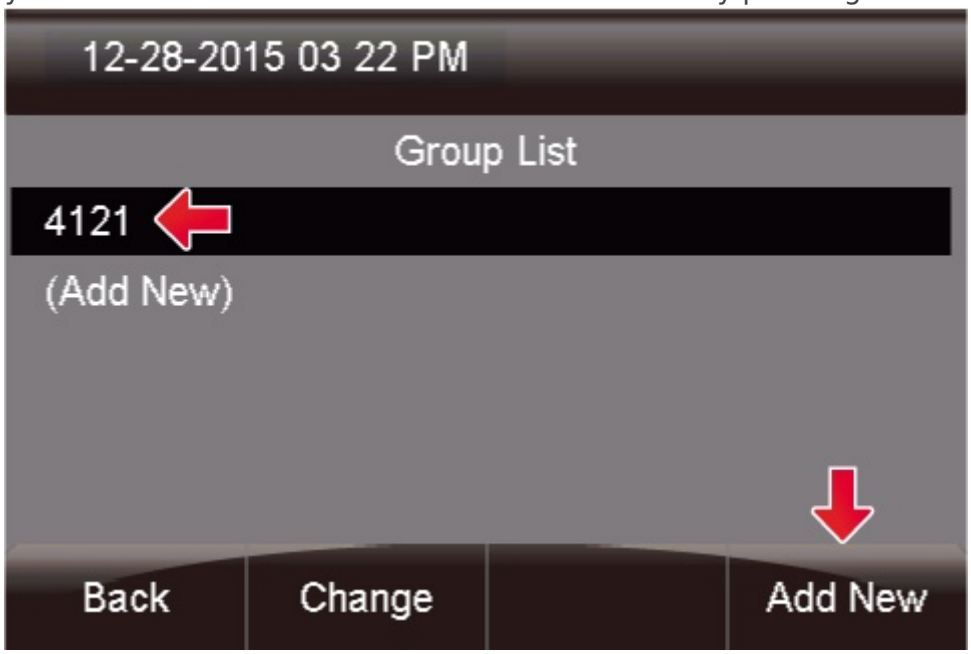


Adding Phone Numbers to a Follow Me List

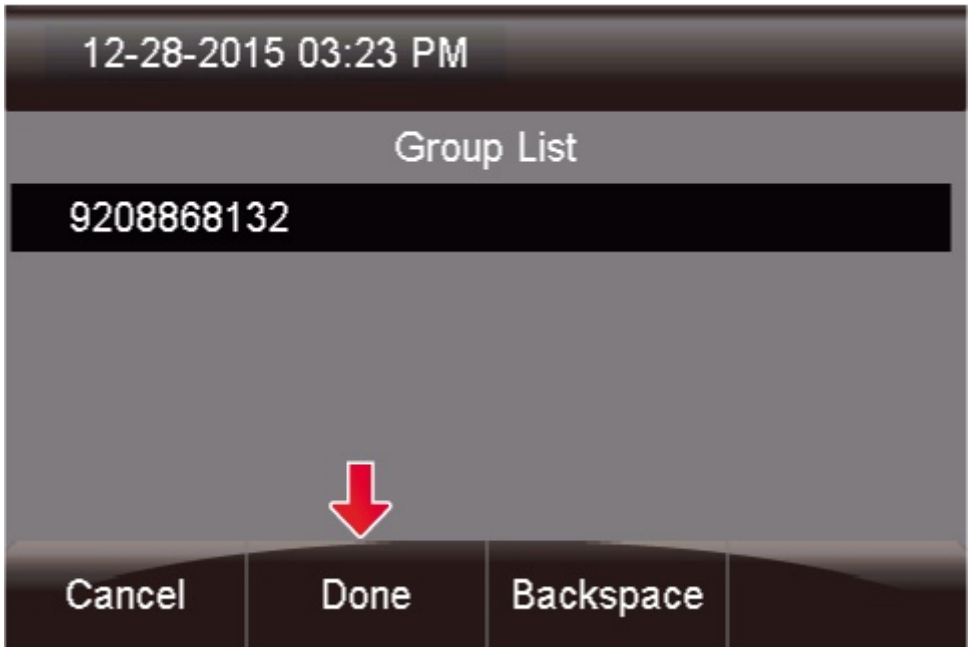
- You can edit and add any numbers you want to be dialed when activating your Follow Me. Select the **Group List** option and press the **Change** button to edit this option.



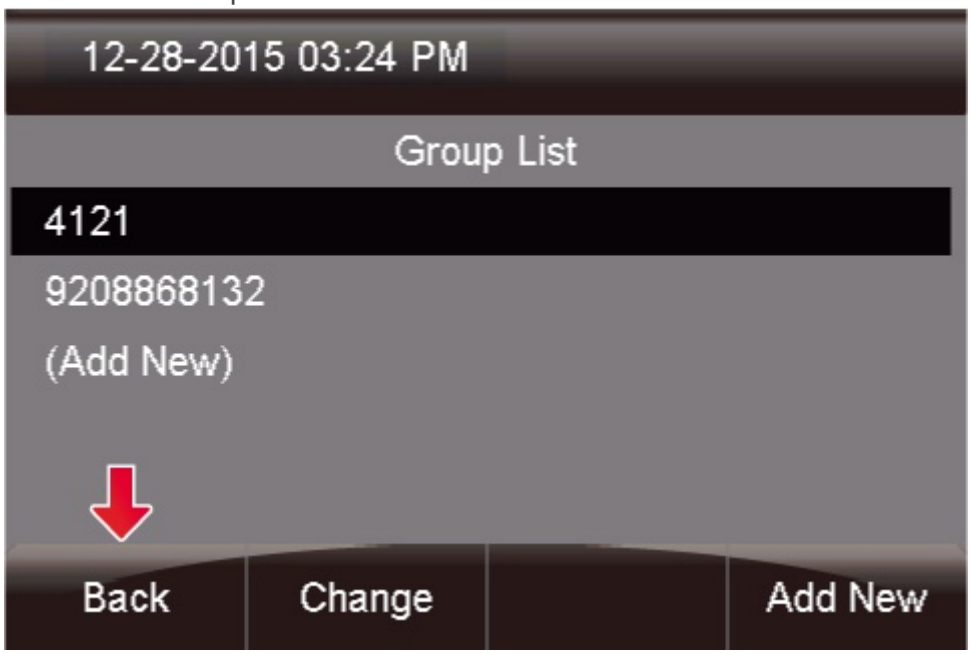
- You can scroll through the group list and see all the numbers that will be called as part of your Follow Me. You can then add a new number by pressing the **Add New** button.



- You'll be prompted with a text box to enter the number. Enter the number the same way you would dial it from your phone and press the **Done** button when done.

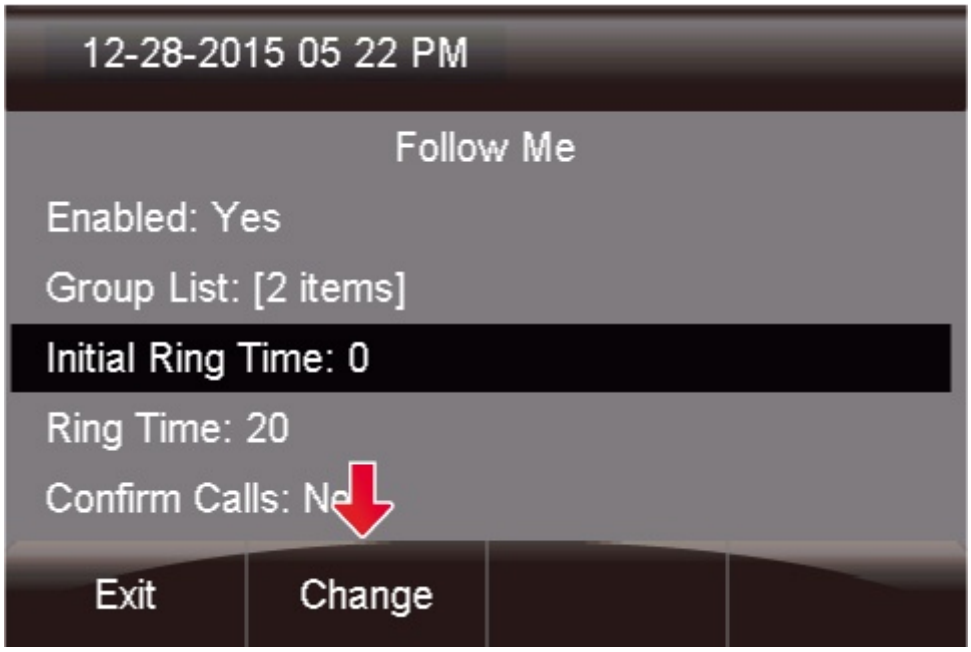


- You should now see the number you just added to your Group List. Press the **Back** button to return to the previous screen.

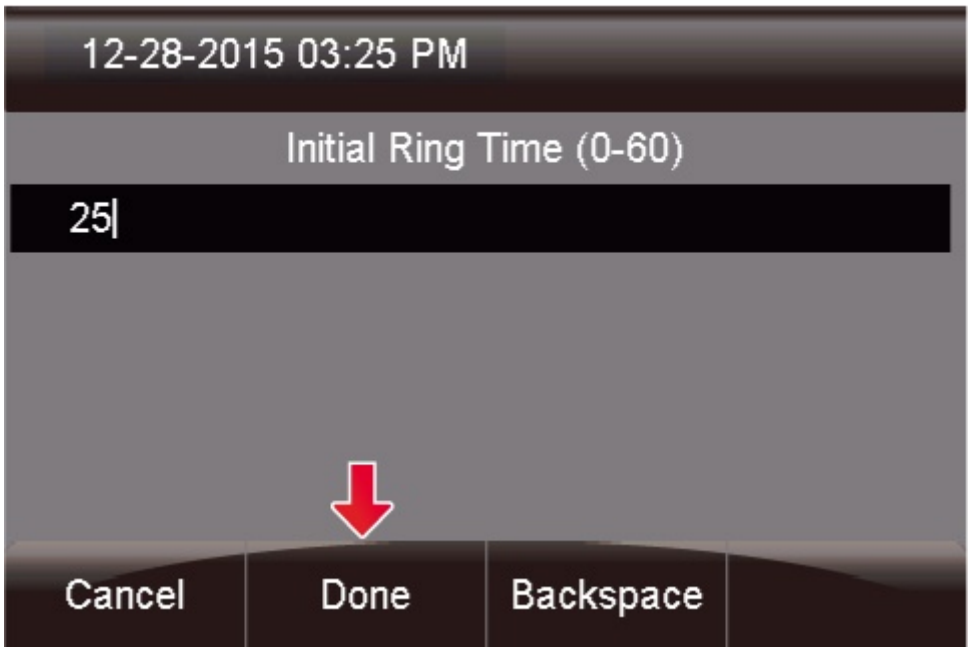


Initial Ring Time

- Highlight the I**nitial Ring Time** option and press the **Change** button.



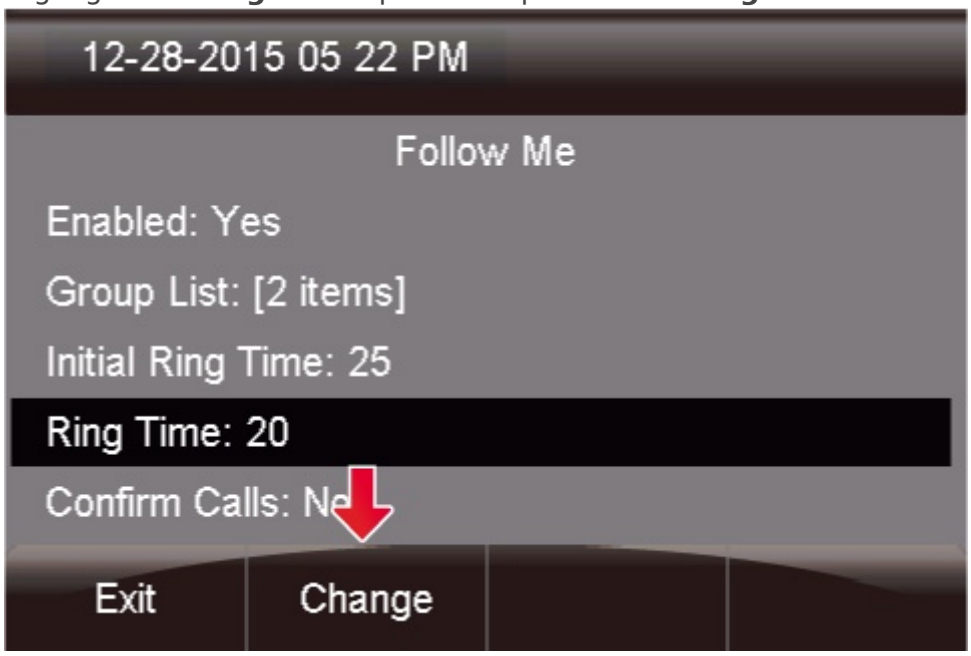
- Here you can choose how long you want the PBX to call your normal extension (up to 60 seconds) before it calls the phone numbers in your Group List. **Set this to 0 if you do NOT want the system to call your desk phone first**. Remember, you can include your own extension in your Group List of numbers to be dialed. Enter a value between 1 and 60 seconds.



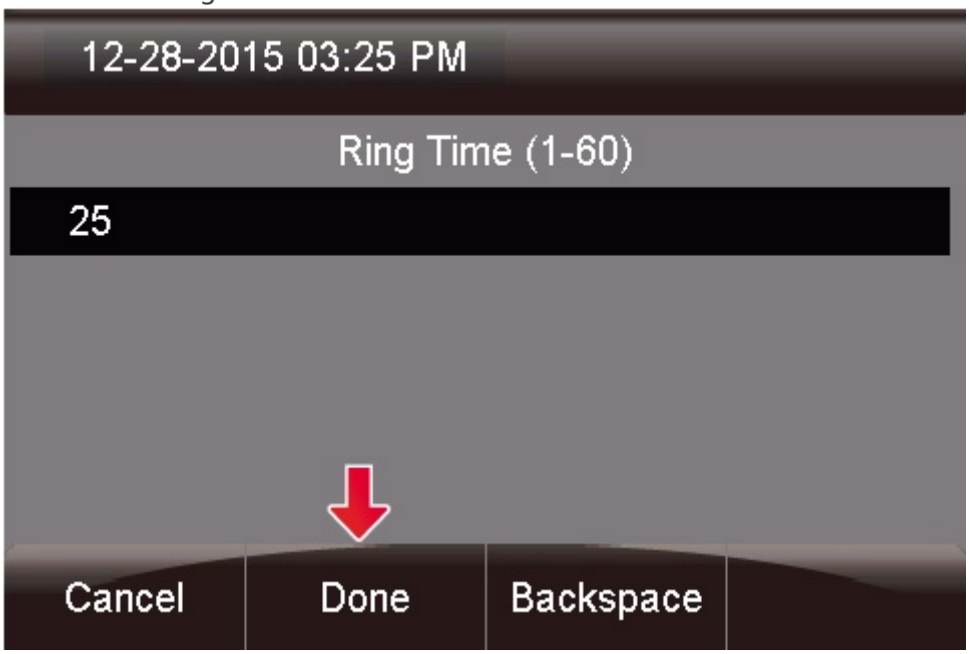
- Once the time is entered, press the **Done** button.

Ring Time

- Highlight the **Ring Time** option and press the **Change** button.



- Here you can choose how long you want the PBX to call all of your phone numbers that you have listed in your Group List (up to 60 seconds). It is suggested to have this value set to 30 or higher



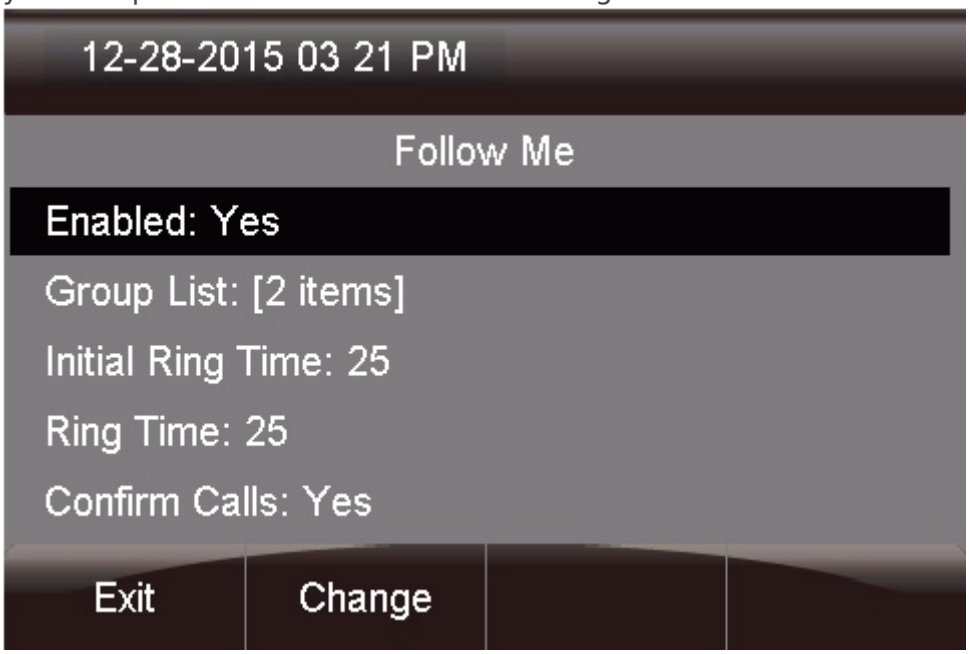
- Once the time is entered, press the **Done** button.

Managing Confirm Calls

- Below **Confirm Calls** is not enabled. Highlight this option and press the **Change** button to enable it.



- When "Confirm Calls" is enabled, the system will prompt any external numbers that are dialed from your Follow Me with an option to press 1 to accept the call. This will prevent your cell phone's voicemail from answering the call.



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