

Feature Overview

Businesses may require that multiple numbers ring into the same phone. Your clientele may span multiple local calling areas and you have chosen to market different numbers in different areas. The Alternate Numbers feature allows multiple phone numbers to ring into the same phone with different ring tones to distinguish what lines are being called. All that is required is the extra phone number(s), new stations or lines are not required.

Feature Prerequisites

Before the Alternate Numbers feature can be used the following conditions must be met:

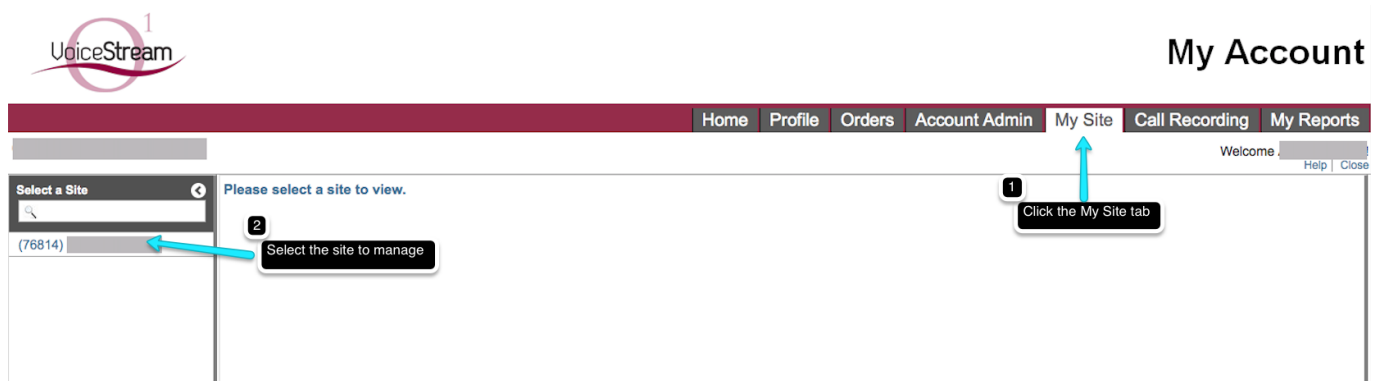
- At least one inbound number must be available to be assigned to a station (Premium, Hosted Square Key, or Hosted PRI User)
- At least one additional Phone number (DID) must be available to be assigned as an Alternate Number

Feature Setup

Configure as a Site Administrator

To use this service, log into to My Account, and then simply follow the steps detailed below.

Step 1. Go to My Site and Select a Site



Step 2. Select User Features and then the Sharing tab

My Account

Home Profile Orders Account Admin My Site Call Recording My Reports

Welcome (76814) Help Close

Select a Site

Phone Assignment Device Management Site Services **User Features** Call History Support Notes

Welcome to My Site
Your dashboard to manage the O1 Communications O1 Phone / Voice Stream service

Choose from the quick links below or click on the tabs above to manage your service

- Add/Modify Users
- Set Up Auto Attendant
- Share a Line
- Set Business Hours
- Reset User Password
- Set Up Hunt Group
- Monitor a Line
- Set/Change Call Policy for Site

Step 3. Select a station to configure and select the "View/Edit Rules" button

Alternate Numbers

Click on the row to view/assign alternate phone numbers

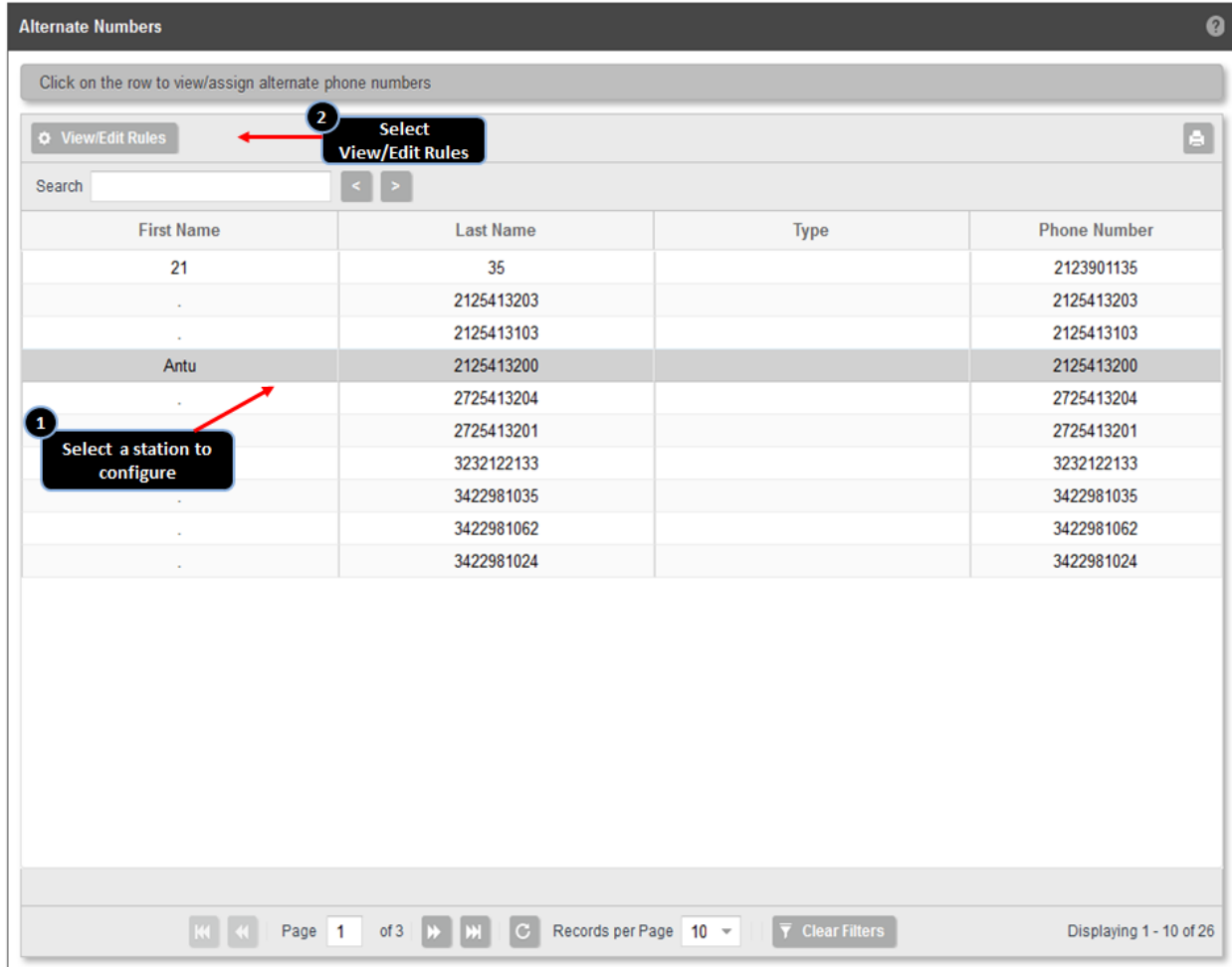
View/Edit Rules

Search

| First Name | Last Name | Type | Phone Number |
|------------|------------|------|--------------|
| 21 | 35 | | 2123901135 |
| . | 2125413203 | | 2125413203 |
| . | 2125413103 | | 2125413103 |
| Antu | 2125413200 | | 2125413200 |
| . | 2725413204 | | 2725413204 |
| . | 2725413201 | | 2725413201 |
| . | 3232122133 | | 3232122133 |
| . | 3422981035 | | 3422981035 |
| . | 3422981062 | | 3422981062 |
| . | 3422981024 | | 3422981024 |

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Step 4. Select the numbers desired to ring on the designated phone



Click on the row to view/assign alternate phone numbers

View/Edit Rules **2** Select View/Edit Rules

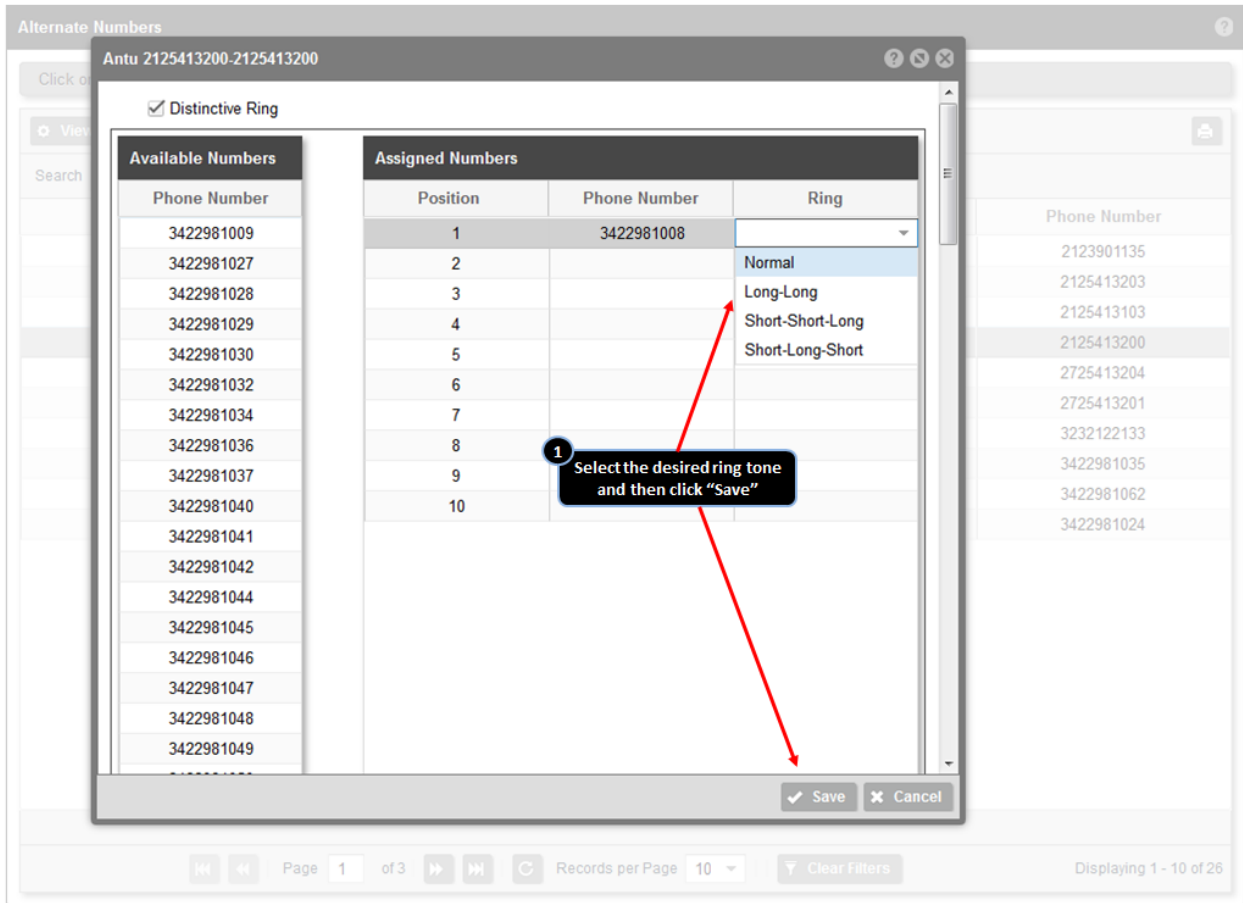
Search < >

| First Name | Last Name | Type | Phone Number |
|------------|------------|------|--------------|
| 21 | 35 | | 2123901135 |
| . | 2125413203 | | 2125413203 |
| . | 2125413103 | | 2125413103 |
| Antu | 2125413200 | | 2125413200 |
| . | 2725413204 | | 2725413204 |
| . | 2725413201 | | 2725413201 |
| . | 3232122133 | | 3232122133 |
| . | 3422981035 | | 3422981035 |
| . | 3422981062 | | 3422981062 |
| . | 3422981024 | | 3422981024 |

1 Select a station to configure

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Step 5. Choose your distinctive ring for each number and close the window



Check the Distinctive Ring feature.

Select the ring pattern.

Distinctive Ring enables you to assign a specific ring pattern to that number. This tone will identify that a call is coming from that specific alternate number.

Use the drop down menu to select the ring pattern (normal, long-long, short-short-long, or short-long-short).