**Setting up a Call Rule**

**Ring Desk and Cell Phone at the Same Time**

*You will be creating a new Status Option and Call Rule*

*Access your personal Switchvox web login by entering your Extension number and web login Password*

**Status Option:** (Set up a new Status for this Call Rule)

Under Features select Status Options

Create Status Option

Status should be Available

Sub-Status can be whatever name you choose. (“All Phones” is used in this example)

Save Status Settings

**Call Rules:** (Create the Call Rule that will ring your Desk Phone and Cell Phone simultaneously)

Under Features select Call Rules

Create a new Call Rule Set

Name the Rule Set “Ring All Phones”

Rule Set Time Frame should be Anytime

Rule Set Status – select the new status you just created (Available – All Phones)

Save Call Rule Set (This takes you to the Create Action area)

*(You will create two call actions; One to ring both phones and One to go to Voicemail if not answered)*

**Create first new Action:** (click on the **Create Action** button)

Select Ring All

Keep Type of call as Direct Calls

Enter your Extension in Number to ring and click the **+** button

Enter your Cell Number in the Number to ring and click the **+** button

*(You should see both your extension and Cell Number in the display box)*

Set Number of times to ring previous rule as Immediately

Turn on Attempt to preserve Caller ID

Save Action

**Create second new Action:** (click on the **Create Action** button again)

Select Send to Voicemail

Type of call is Direct Calls

Number of times to ring previous rule should be no less than 5 rings

Save Action

Click **Back to Call Rules**

**Position the Call Rule:** (The newly created Call Rule is at the very bottom of the Call Rule list)

Slide it up to the Second Position by clicking and holding down the green arrows on the left

**You have now properly set up the rule to ring both your desk phone and cell phone**

**To activate this rule simply change your status to “Available – All Phones”**