

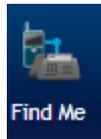


Phone System – Sequential Forwarding

Incorrect setup of any forwarding rule can cause you to miss internal calls; you MUST follow these directions precisely and fully. The I.T. Department will not be held responsible for incorrectly setup rules. TEST YOUR FORWARDING RULES!

Setting up Sequential Forwarding

1. Login to <https://phone.args.us> using your network username/password
2. Your primary extension will be shown at the top of the page. This is the extension we will be controlling.



3. Click “Find me”

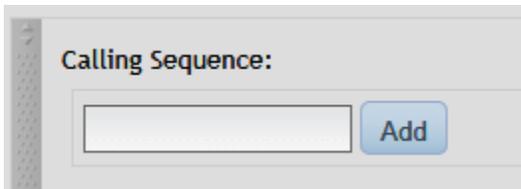
4. Click Enable

5. Enter the first number you want the system to dial and click add (This is normally your primary extension #, but not always)

6. Click Add actions/Set options

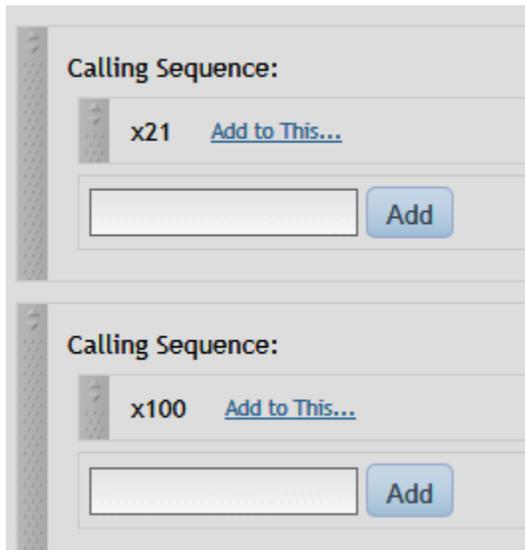
7. Click add beside “Call Phone Numbers”

8. An Additional box will appear below the first number you added



9. Enter the second number you want the system to dial and click add.

10. Your setup should look similar to this:



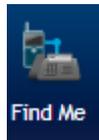
11. Repeat steps 7-9 for any additional phone numbers you want the system to try to reach you at.
12. Once you have completed adding any transfer numbers you must change the option of "If the call is not answered..." from "Call my phones" to "Transfer to a user's voice mail" and enter your primary extension.

Transfer to a User's Voice Mail ▾ User Extension:

Warning: If you do not complete step 12 as listed above the system will continue to call the phones listed until someone picks up or the caller disconnects.

Setting up time based Sequential Forwarding

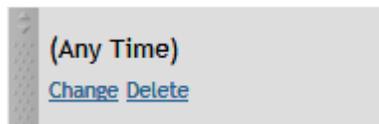
1. Login to <https://phone.args.us> using your network username/password
2. Your primary extension will be shown at the top of the page. This is the extension we will be controlling.



3. Click "Find me"

4. Click Enable [Enable](#)

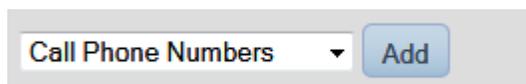
5. Click "Add a rule to use Time-based forwarding"



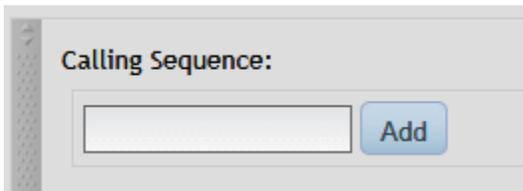
6. Click change under "(Any Time)"
7. Select the time and date range you would like to enable forwarding. (This is typically business hours)
8. Click the X in the white box that appeared
9. Enter the first number you want the system to dial and click add (This is normally your primary extension #, but not always)

10. Click Add actions/Set options [Add actions/Set options](#)

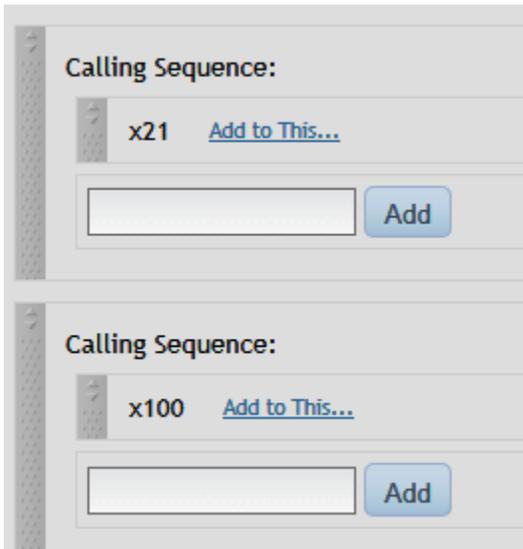
11. Click add beside "Call Phone Numbers"



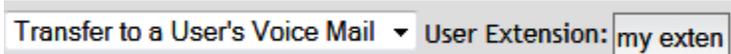
12. An Additional box will appear below the first number you added



13. Enter the second number you want the system to dial and click add.
14. Your setup should look similar to this:



15. Repeat steps 11-13 for any additional phone numbers you want the system to try to reach you at.
16. Once you have completed adding any transfer numbers you must change the option of “If the call is not answered...” from “Call my phones” to “Transfer to a user’s voice mail” and enter your primary extension. Using time-based forwarding be sure this option is inside the correct time based rule.



Warning: If you do not complete step 16 as listed above the system will continue to call the phones listed until someone picks up or the caller disconnects.

17. You may have multiple time based forwarding rules for different types of callers. This setup can be as complicated or as simple as you like
18. You may now setup your default actions calling sequence by completing steps 11-13 under default action. Actions that happen under default action are only used if no prior rules match. (Example: If your first rule is business hours, then default action would be after business hours.) You should also complete step 16 under default action also.

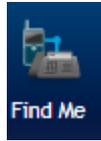
Warning: If you do not complete step 16 for default action as listed above the system will continue to call the phones listed under default action until someone picks up or the caller disconnects.

Teacher Scenario 1: External Callers transferred direct to VM, Internal calls to my phones

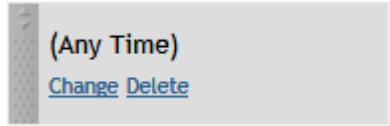
This setup will allow internal numbers to work normally but transfer any external call directly to your VM reducing the interruptions during your teaching time.

1. Login to <https://phone.args.us> using your network username/password

- Your primary extension will be shown at the top of the page. This is the extension we will be controlling.



- Click "Find me"
- Click Enable *No special forwarding for x:* [Enable](#)
- Click "Add a rule to use Time-based forwarding"

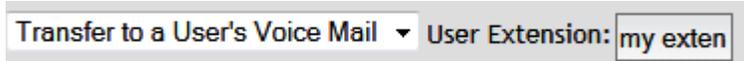


- Click change under "(Any Time)"
- Match your setup that appears in the white box to match the following:



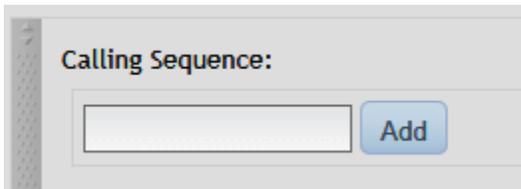
DO NOT CLICK "SELECT DATE RANGE" You can only have select monthly/yearly date range or a weekly range, not both.

- Click the X in the white box that appeared
- Change the option of "If the call is not answered..." from "Call my phones" to "Transfer to a user's voice mail" and enter your primary extension. Using time-based forwarding be sure this option is inside the correct time based rule.

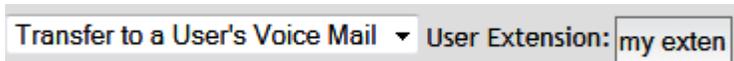


Warning: If you do not complete step 9 as listed above the system will disconnect to call when a user dials your extension.

- Beside **Default Action** type in your extension and click Add



- Once you have completed adding any transfer numbers you must change the option of "If the call is not answered..." from "Call my phones" to "Transfer to a user's voice mail" and enter your primary extension.



Warning: If you do not complete step 11 as listed above the system will continue to call the phones listed until someone picks up or the caller disconnects.

- Test your setup by having another teacher call you during the hours listed from a cell phone and from their classroom phone to ensure proper operation.

13. Your rule setup should look similar to this (replace 100 with your extension)

The image shows a configuration interface for call routing rules, divided into two sections: "Monday-Friday" and "Default Action".

Monday-Friday Section:

- Time: 8:30AM-3:30PM
- Number Matches: x-xxx-xxx-xxxx
- Buttons: [Change](#), [Delete](#)
- Calling Sequence:** (No Numbers)
- If the call is not answered...:** Transfer to a User's Voice Mail (dropdown) | User Extension: 100 | 100 - Perf Arts Center
- Link: [Add actions/Set options](#)
- Link: [Add a Rule](#)

Default Action Section:

- Calling Sequence:** x100 [Add to This...](#)
- If the call is not answered...:** Transfer to a User's Voice Mail (dropdown) | User Extension: 100 | 100 - Perf Arts Center
- Link: [Add actions/Set options](#)