

## 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:

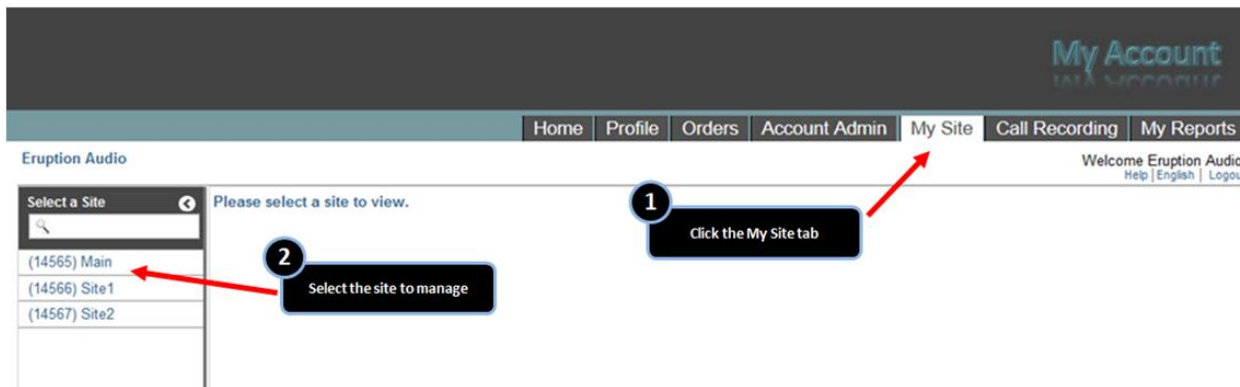
- At least one inbound number must be available to be assigned to a station (Premium, Hosted Square Key, or Hosted PRI User)
- At least one additional Phone number (DID) must be available to be assigned as an Alternate Number

## Feature Setup

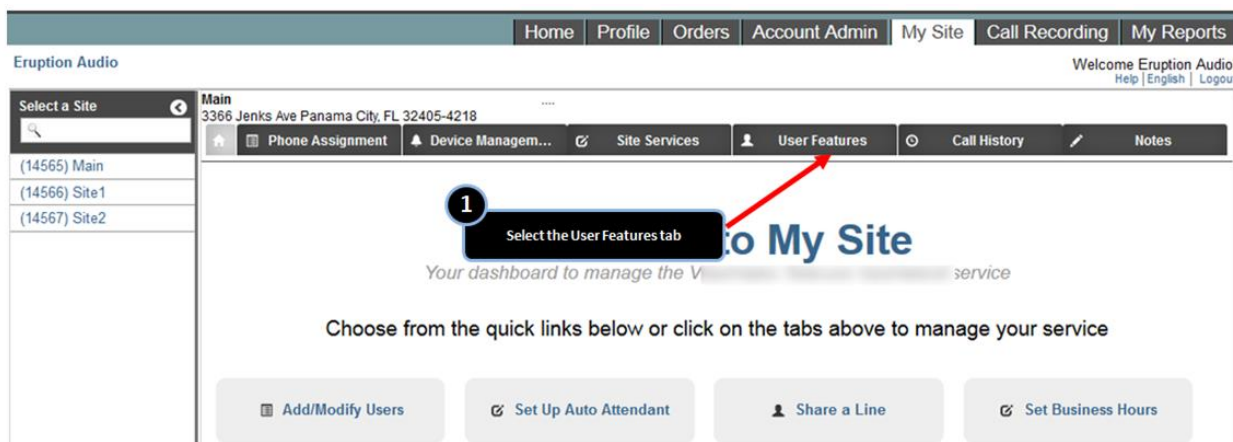
### Configure as a Site Administrator

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



**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
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**

⏪ ⏩ Page  of 3 ⏪ ⏩ 🔄 Records per Page  ⏴ Clear Filters
Displaying 1 - 10 of 26

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

Alternate Numbers ?

Click on the row to view/assign alternate phone numbers

⚙ View/Edit Rules

2 **Select View/Edit Rules**
🖨

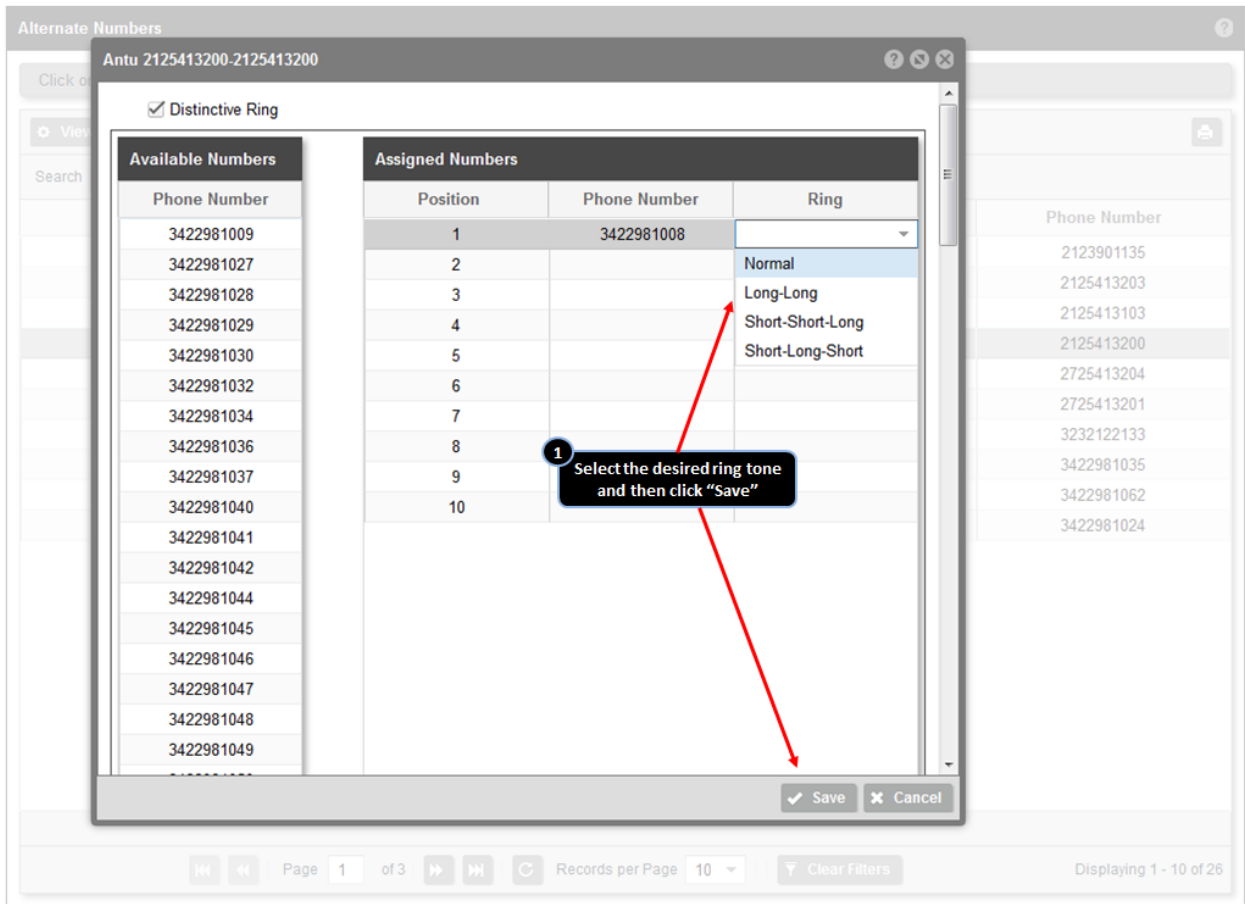
Search  < >

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**

⏪ ⏩ Page **1** of 3 ⏪ ⏩ 🔄 Records per Page **10** ⏴ Clear Filters Displaying 1 - 10 of 26

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



**Check the Distinctive Ring feature.**

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.

**Select the ring pattern.**

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