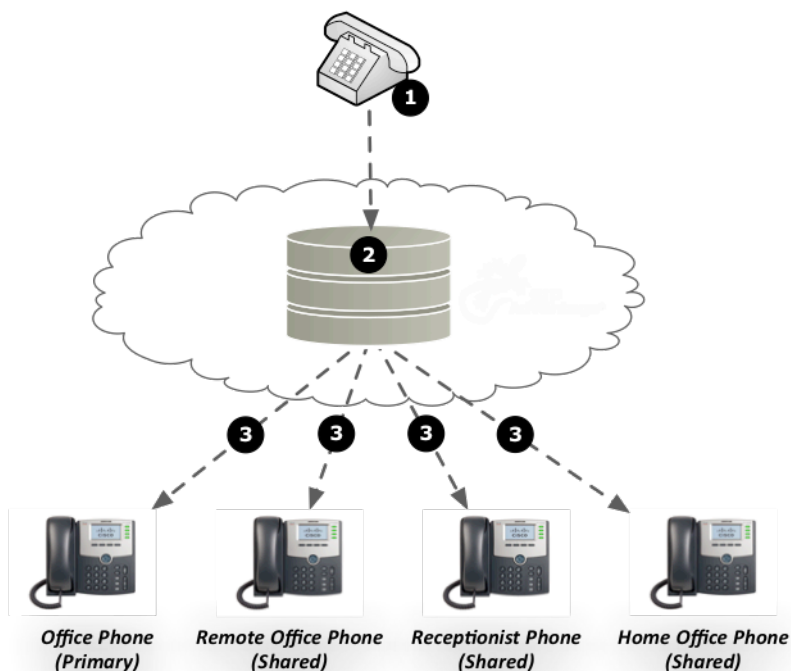


Feature Overview

Business moves on regardless of where you are. You may be at home, traveling, in a different office, but you still need to be able to handle calls. At the very least you may want someone to be able to answer calls on your behalf.

The Shared Line Appearance service allows users to receive calls placed to another user's line, place calls from another user's line, and see the status of that line from the line key on their own phone (up to 35 different phones). For example, your main phone at your office, one at your home and another on your receptionist's phone.



1. Caller dials the user's number
2. The Altus Voice PBX network receives the call and sees that this user has Shared their appearance to three other phones
3. All related (primary and shared) Altus Voice PBX phones ring at the same time
4. Call is connected by the first phone to be picked up

Note: Outbound calls are governed by the same logic, in reverse.

Notes:

- Configuration settings allow the admin to enable or disable the following functions for shared devices:
 - Alert all shared devices for click to dial calls
 - Alert all shared devices for Group Pages
 - Notify for parked calls.
- Even if a Primary device has Multiple Line Appearances, the shared call appearance appears as a single line appearance on the shared device.

Feature Prerequisites

Before the Sharing feature can be used the following conditions must be met:

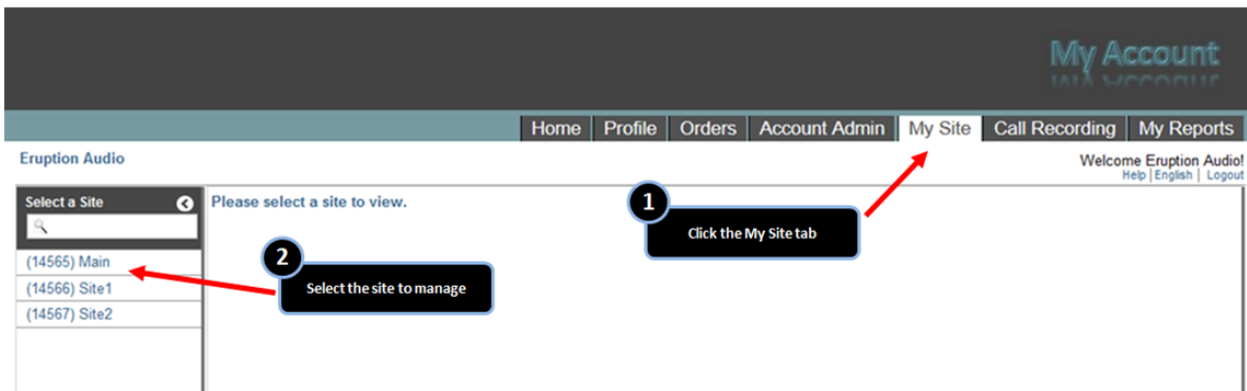
- The primary user must have a phone number assigned to a Premium, Hosted PRI – User, or Standard station. Note: the Standard station is limited to 5 shared call appearances including clients.
- All endpoints that the user shares to must be certified devices assigned to the site within the Altus Voice PBX dashboard (do not need to be assigned to another user)

Feature Setup

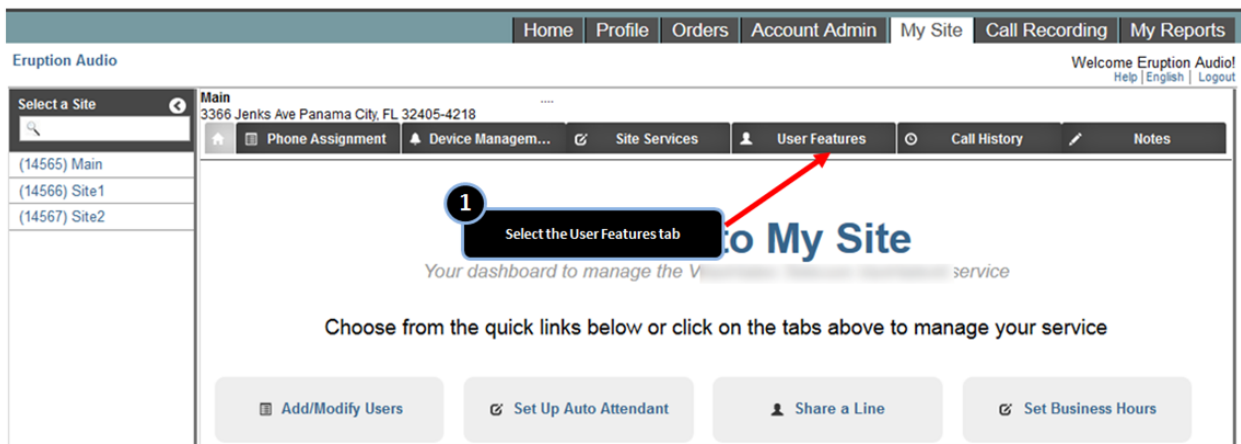
Sharing

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 4. Select the User to edit and then select the Edit button

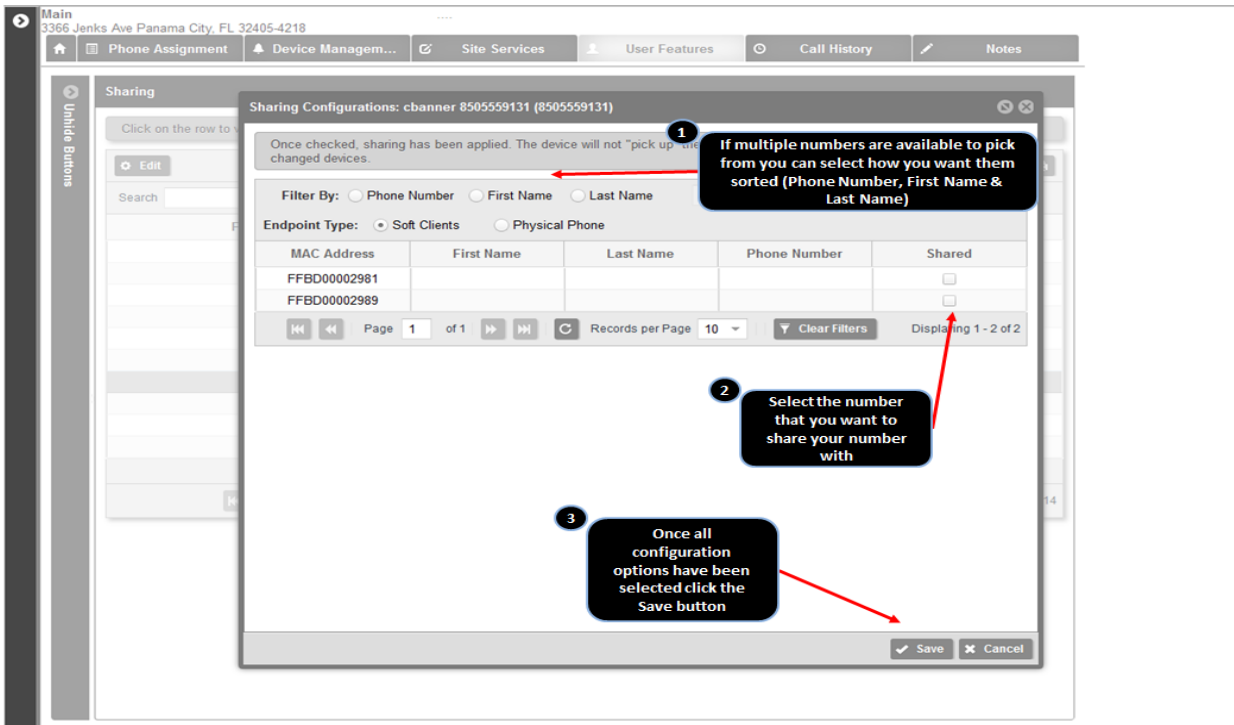
The screenshot shows the Broadsoft interface with a navigation bar at the top containing 'Phone Assignment', 'Device Managem...', 'Site Services', 'User Features', 'Call History', and 'Notes'. The main content area is titled 'Sharing' and contains a table of users. A red arrow labeled '1' points to the row for 'cbanner' with the annotation 'Select the user to edit'. Another red arrow labeled '2' points to the 'Edit' button above the table with the annotation 'Select the edit button'. The table has columns for 'First Name', 'Last Name', and 'Phone Number'. At the bottom, there are pagination controls showing 'Page 1 of 2' and 'Records per Page 10'.

First Name	Last Name	Phone Number
.	8505559161	8505559161
.	8505559146	8505559146
.	8505559158	8505559158
.	8505559147	8505559147
.	8505559150	8505559150
.	8505559145	8505559145
cbanner	8505559131	8505559131
.	9185559001	9185559001
BB	Bill	8505559138
David	Lee	8505559135

Step 5. Configure the Sharing Settings

The screenshot shows the 'Sharing Configurations' dialog box for phone number 8505559132. It features a 'Sharing Settings' section with three checkboxes: 'Alert all appearances for Click-to-Dial calls', 'Alert all appearances for Group Paging calls', and 'Call Park Notification'. Red arrows labeled 1, 2, and 3 point to these checkboxes with annotations: 'Enable/Disable alerting all shared devices for click to call events', 'Enable/Disable alerting all shared devices Group Page calls', and 'Enable/Disable alerting all shared devices of Parked Call Notifications' respectively. A 'Save' button is located to the right. Below the settings, a message states 'Once checked, sharing has been applied. The device will not "pick up" the shared user if it is rebooted'. A red arrow labeled 4 points to this message with the annotation 'Click to Save changes'. At the bottom, there are filter options for 'Phone Number', 'First Name', and 'Last Name'.

Step 6. Complete all of the configuration options and select Save



Clicking **Save** saves the selection and automatically reboots the phone with which the selected line is shared. Once the phone has rebooted, the new line appearance will be visible.