

Calling User Portal – Simultaneous Ring

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January 14, 2019

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What you need to know:

Simultaneous Ring (also known as Sim Ring) is a Mobility feature that, when enabled, rings your office phone and another phone of your choice at the same time.

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Introduction

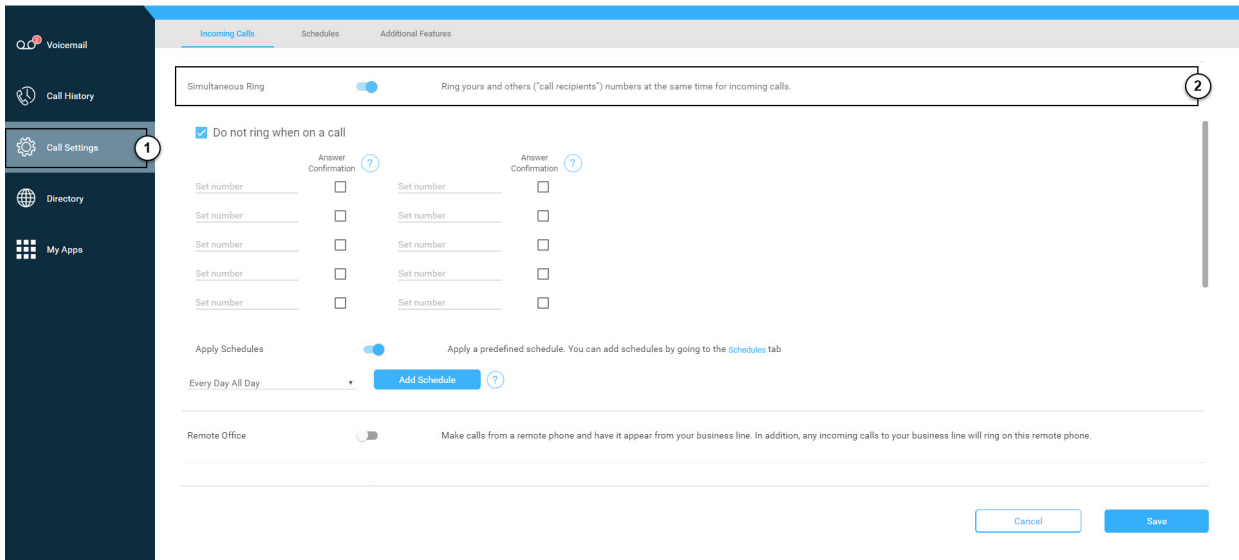
Simultaneous Ring (also known as Sim Ring) is a Mobility feature that, when enabled, rings your office phone and another phone of your choice at the same time. Additionally, rules can be assigned to this feature so calls will ring your Simultaneous Ring phones only during certain times of the day, days or the week, or from specified phone numbers.

Please Note: Only the site administrator can setup users in the **Calling User** portal. Ask your site administrator if you do not have access into the **Calling User** portal.

Setting Up the Simultaneous Ring (Sim Ring) Feature

The **Simultaneous Ring** feature allows you to ring your office phone and another phone of your choice at the same time.

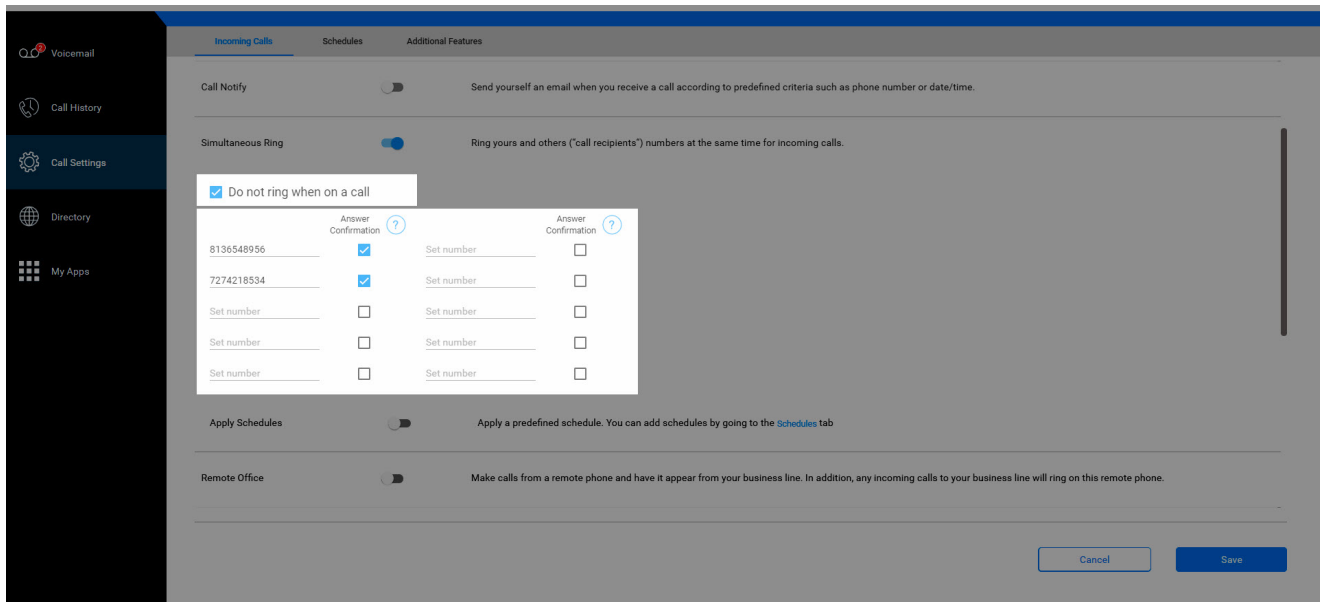
1. From the Calling User portal, click the **Call Settings** page. Scroll down to **Simultaneous Ring**.
2. To enable **Simultaneous Ring**, click on the toggle button to the right of the text. When it's enabled, it will turn to color from gray scale. To disable, click on the toggle button again, when disabled, it should change from color back to gray scale.



Click image for large view 

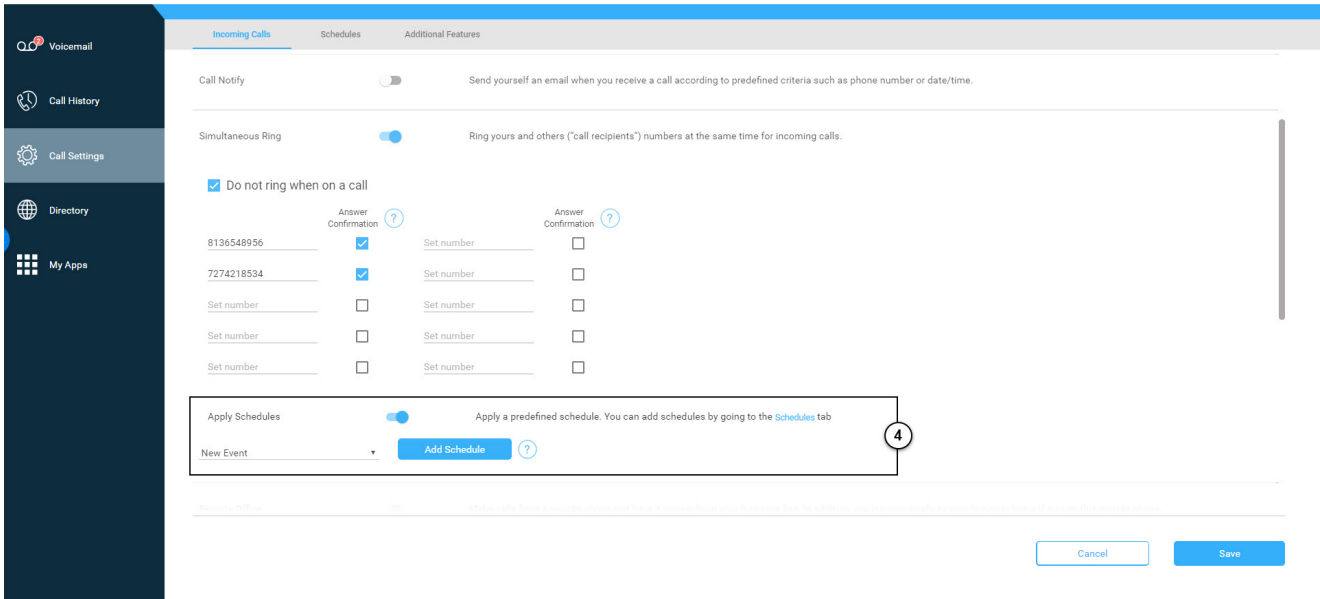
- Once enabled enter a valid **Phone Number** into the fields provided. You can add up to 10 numbers to ring simultaneously when your phone receives an incoming call. you can also choose to not have these numbers ring when you're on the phone.

Please Note: By selecting "Answer Confirmation" the call recipient will be prompted to press any key before being connected. This is useful when you want the call recipient to know that the call is not meant specifically for them.



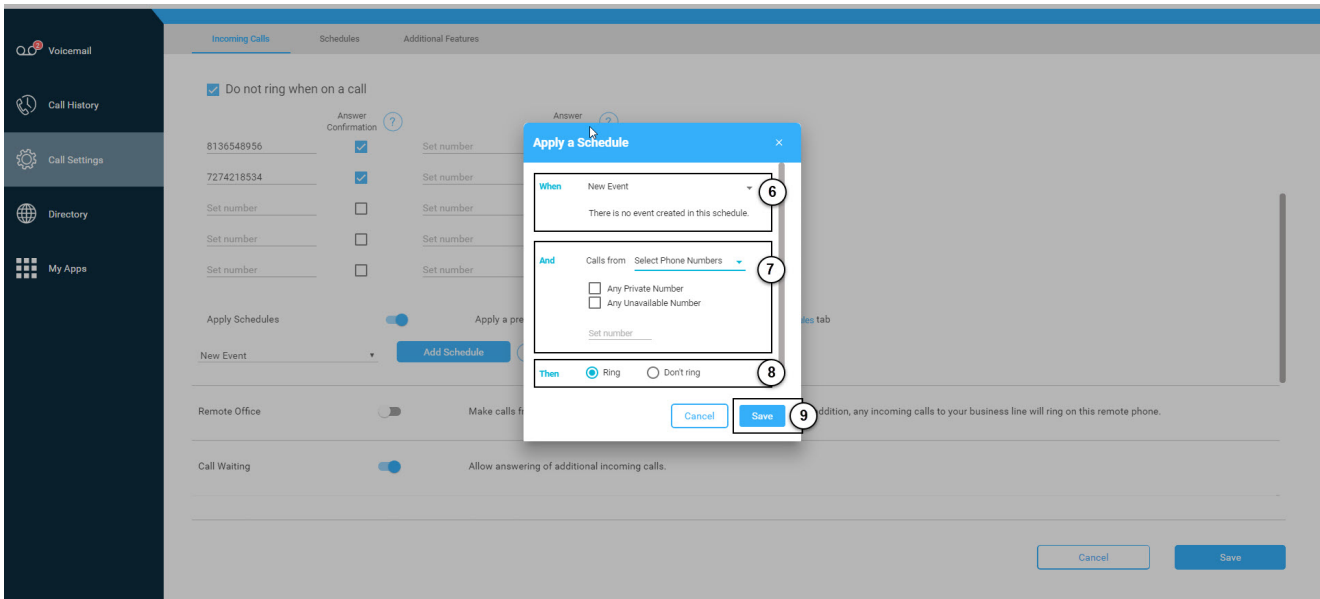
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- Once your numbers have been entered, you can now create a rule in which this feature will take effect. To do this, select a **Pre-Defined Schedule** from the drop-down menu and click the Add Schedule button (to create a schedule, see section on creating Schedules).



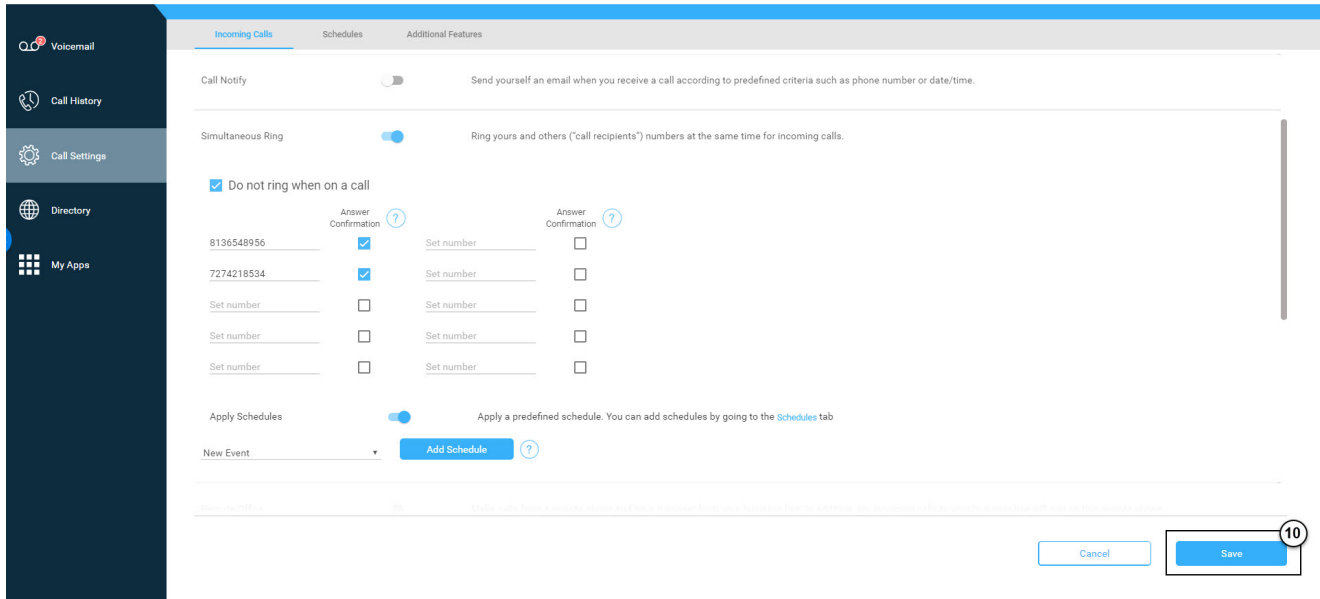
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5. The **Apply a Schedule** box should appear.
6. Make sure your “When” field shows which schedule you currently want to use.
7. Select the numbers for this specific alert. You can either chose Any Phone Number (to get alerts for all calls) or Select Phone Numbers (to get alerts for specific calls).
8. Choose **Ring** or **Don’t Ring**.



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9. Click the **Save** button.
10. In the main screen, click the **Save** button to finalize you **Simultaneous Ring** function.

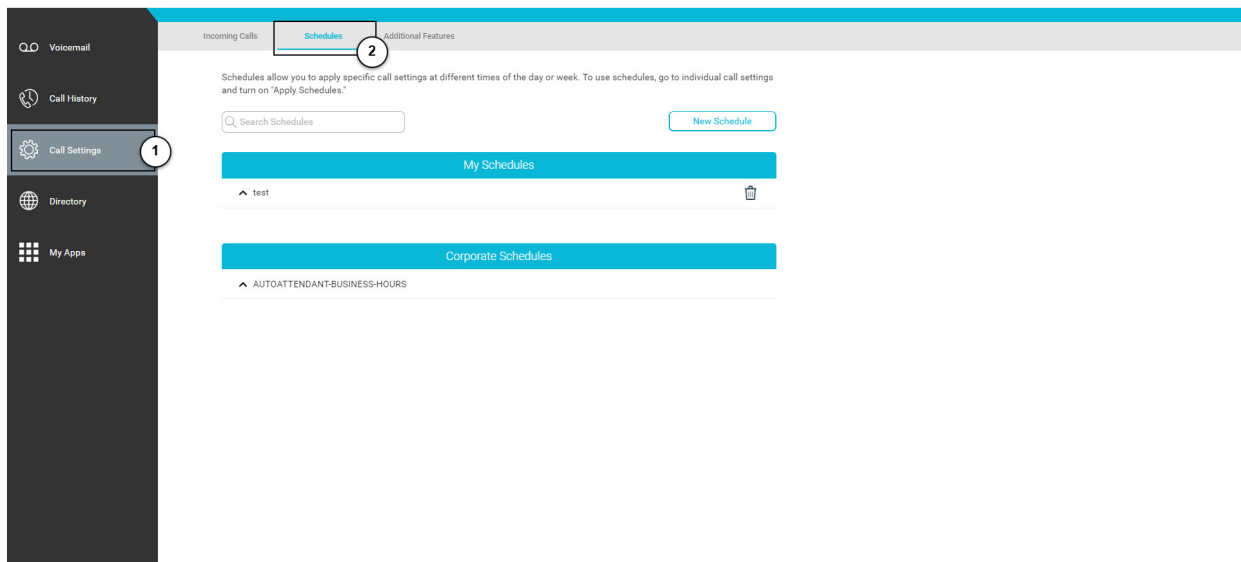


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Adding a New Schedule

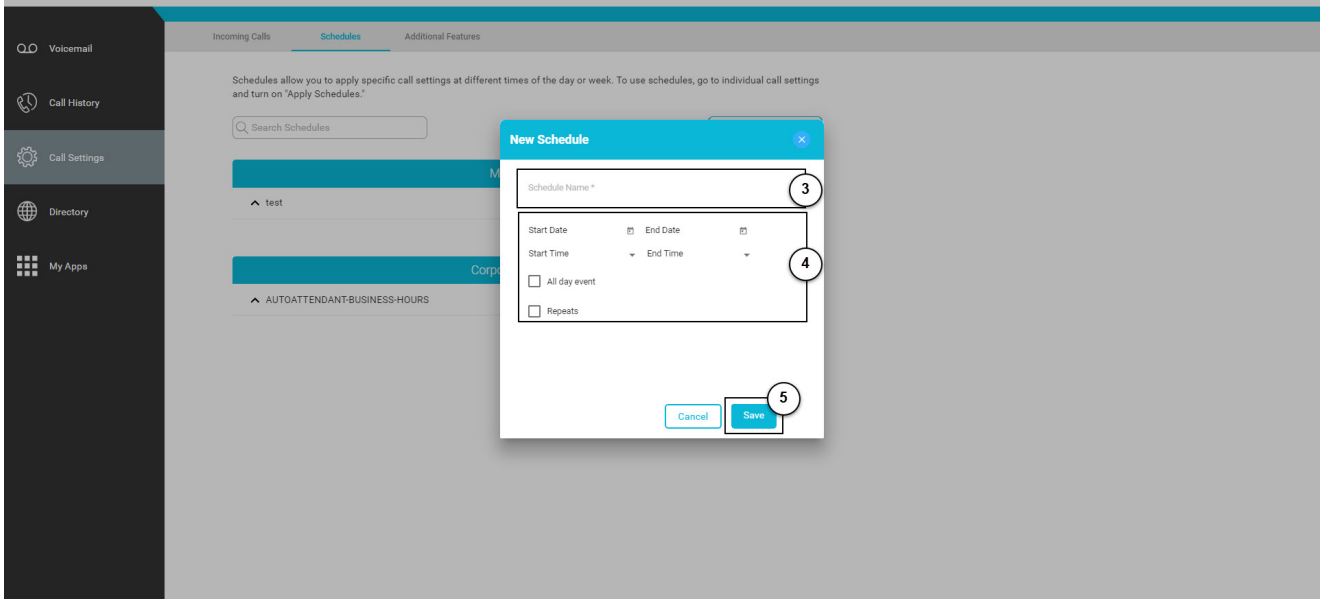
Schedules allow you to apply specific call settings at different times of the day or week.

1. From the **Calling User Portal**, click the **Call Settings** page.
2. Click the **Schedules** tab.



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3. Enter the **Schedule Name**.
4. Select the appropriate **Start Date/Time** and **End Date/Time**. If applicable, mark **All Day Event** or **Repeat**.
5. Click **Save**.



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