



# Cloud Voice – Sequential Ringing

## 1 What is it?

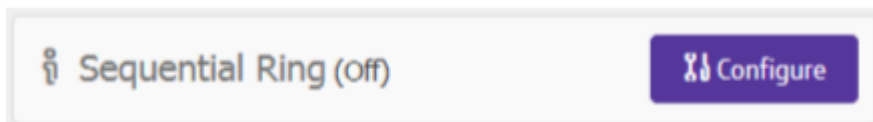
Sequential ringing is a nifty way to make sure you don't miss important calls.

You can set up Cloud Voice so that if you can't answer a call on your main phone the call will then try ringing another phone. So, for example, if you don't answer the call on your desk phone, you can set it to then call your home phone. And if you're not there, it could call your mobile or your colleague's mobile. It's entirely up to you.

You can programme up to 12 numbers.

## 2 How do I set it up?

1. Login to the [BT Cloud Voice portal](#)
2. Select **Employees**
3. Select **Features** from the menu on the left hand side
4. Select **Mobility** and then select '**Sequential Ring**'



5. Click **Configure**

### Sequential Ring

Ring Primary Phone First

Number Of Rings On Primary Phone

Skip To Next Number If Primary Phone Is Busy

Allow Caller To Interrupt The Sequential Ringing

Assumes Call Forwarding Or Voice Messaging Is On

### Ring List

Location	Phone Number / SIP URI	Number Of Rings	Answer Confirmation Required
1	<input type="text"/>	3	<input type="checkbox"/>
2	<input type="text"/>	3	<input type="checkbox"/>

6. Set up your sequential list of phone numbers
7. Select the number of rings you want the call to try on each number
8. Tick the 'Answer Confirmation Required' box (if you that's what you need)
9. Set the '**Time Schedule**' and add a '**Description**'

**\* Description**

**Time Schedule**

### Phone Numbers

**Accept Calls From**

**All Phone Numbers**

**Only These Phone Numbers**

**Private Numbers**

**Unknown Numbers**

**Specific Numbers**

**Maximum Allowed**

12

**Add Phone Number**

Phone Number
<b>No Numbers Have Been Added Yet</b>

10. Choose whether you want to cover 'All Calls' or 'Specific Numbers'

**Accept Calls From**

All Phone Numbers

Only These Phone Numbers

Private Numbers

Unknown Numbers

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**Specific Numbers**

**Maximum Allowed**

12

**Add Phone Number**

Telephone Number

<input type="checkbox"/>	Phone Number
<input type="checkbox"/>	0123456789

11. To add a phone number type the number into the box and click the '+' button

**Add Phone Number**

Telephone Number

12. To delete a number select the right hand tick box and click '**Delete**'

13. To delete all numbers select the right hand tick box in the header bar and click '**Delete**'

14. When've done, click '**Save**'