

How to Create a Simultaneous Ring Group:

1. Go to extensions, click on the gear cog on the upper right hand corner (underneath options and above search), and click add.

Extensions				<mark>.</mark> Ø
Search				🔹 Search
Type (AI)				
Name	Extension	▲ Туре	• Owner	Caller ID
Park 2	222	Call Park	Max Training Lab	N/A
Kepa Arrizabalaga	225	Personal	Kepa Arrizabalaga	(480) 867-4812 (Test Call)
Cesar Azpilicueta	228	Personal	Cesar Azpilicueta	(480) 482-7542 (Test Call)
FWD to Cell	230	Auto Attendant (Menu)	Max	N/A
Super Frank	235	Personal	Super Frank	(907) 313-7806 (Kepa CPU)

2. Change the type to "Simultaneous Ringing" and then choose the extension number, and click next (owner only matters if this ring group will be taking voicemails).

	Ad	d an Extension		
Define Extension Assign Extension		ı		
Type Name	Simultaneous Ringin	g 🗸		
Extension	4040)
Owner	Max)
Cancel				Next

- 3. Click "next" and then "finish".
- 4. This will open up the simultaneous ring group, click on the gear cog all the way on the right (middle of the page) and click "add extensions" to begin to add users to this ring group.



		Max 🖀 Available	Options
Simultaneous Ringing Extension (Training Sim)			
			Configure
		.	
Ring Timeout	Schedule	Active	
30 seconds	Always	v	
30 seconds	Always	¥	
30 seconds	Never		
30 seconds	From 5:00 AM to 9:00 AM on Monday		
1 minute	Always	1	

5. Change the final destination type to match where you want the call to go if it is not answered (extension, personal number, voicemail, or none).

Options		
Final Destination Type Voicemail Kepa A (1906)		
Incoming Call Name Display Called Name -		
Incoming Call Number Display Called Number -		
Advanced Simultaneous Ringing 🔽		
Ring Timeout Override 45 seconds 👻		

6. Adjust the ring timeout override to change how long it rings on everyone's phone.