EnVoip Ring-Anywhere (Simultaneous Ring) Setup

1. Log into the EnVoip portal (https://portal.envoi.com) as a PBX Admin

2. Go to Features/Hunt and at the very bottom right of the page, click on NEW.

New »

3. In the Name field put the name of the Hunt group i.e. John Doe and in the Description, you can enter Ring-Anywhere.
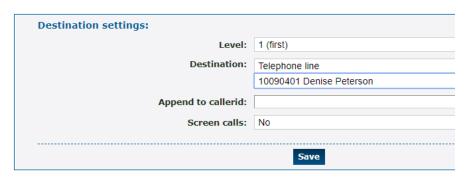
New hunt group

Hunt group settings:
*Name:	
Description:	
Owner:	No owner ▼
Ring each level for:	10 seconds ▼

4. You can assign the Owner to the person you are setting this up for so they can have access to this feature if they log into their portal.

5. Set the Ring Level to 30 seconds or if you like your mobile to pick up the messages, you can set it to 50 seconds.

6. Click on "Save"

7. Next you can open the assigned Hunt group and click on the "Add a destination" field and to add a Cell Phone number, under "Destination" dropdown select "Number" and enter the 10-digit number without any dashes or spaces. You can also choose the "Level" if you like one level to ring first and then the other and then click Save.

Destination settings:

Level:	1 (first)
Destination:	Number
Append to callerid:	
Screen calls:	No

Save

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8. Next click on "Add a destination" again and this time under "Destination" select "Telephone line" and select the desired extension and click on "Save".

Destination settings:

Level:	1 (first)
Destination:	Telephone line
	10090401 Denise Peterson
Append to callerid:	
Screen calls:	No

Save

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9. Finally, click on "Default destination if no levels answer" option:

Default destination if no levels answer

Mailbox: 503 Michael Kedik

Select all **Delete selected**

And change the "Destination" to "Mailbox" and select the Mailbox that you like the message to be left on and click on "Save".

Destination settings:

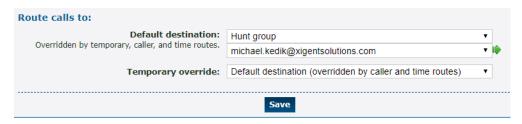|	
Destination:	Mailbox
	503 Michael Kedik

Save

You have now completed setting up the Hunt group. Next you need to point the user's "Feature code" and their "Direct number", if one is assigned, to their new Hunt group. To do this follow the next steps.

10. Navigate to Features/Feature codes and click on the extension number of the user to open their Feature code options page.

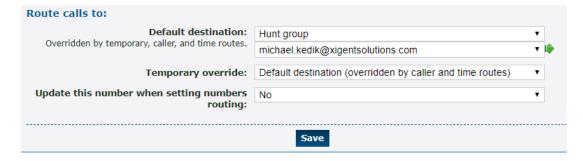> ☐   503 | Hunt group: michael.kedik@xigentsolutions.com

11. In the Feature code option page, navigate down to the "Route calls to:" section go to the "Default destination:" drop-down and select "Hunt group" and then on the bottom select the Hunt group that you have created and then click on "Save".

> **Route calls to:**
>
> **Default destination:** Hunt group
> Overridden by temporary, caller, and time routes.   michael.kedik@xigentsolutions.com
>
> **Temporary override:** Default destination (overridden by caller and time routes)
>
> **Save**

12. Next navigate to Features/Numbers and click on the direct number of the user to open the number options.

> ☐   16059773130 | Hunt group: michael.kedik@xigentsolutions.com

13. In the Numbers option page, navigate down to the "Route calls to:" section go to the "Default destination:" drop-down and select "Hunt group" and then on the bottom select the Hunt group that you have created and then click on "Save".

> **Route calls to:**
>
> **Default destination:** Hunt group
> Overridden by temporary, caller, and time routes.   michael.kedik@xigentsolutions.com
>
> **Temporary override:** Default destination (overridden by caller and time routes)
>
> **Update this number when setting numbers routing:** No
>
> **Save**

You have now completed this process and the RingAnywhere feature is set.

If you have any questions or require assistance with setup, please contact Envoi Networks support at: 571-620-2500 option 2 or by email at support@envoi.com