Your calls, where you want them

Would you like to be available for calls away from your desk but control who can reach you, how, and when? With *Find Me, Follow Me*, you set the rules. This feature lets you ring your mobile at the same time as your desk phone or after a certain number of rings – and many more options.

Get found in 7 steps

1. Log in to your user panel at http://cp.fonality.com.

2. Click the **Features** tab at the top.

3. Select **Find Me with Boomerang Mobile Integration**.

4. Decide when callers should be able to find you.

   - **Always.** Your Find Me settings will always be on.

   - **Using a schedule.** Settings are active only during the hours you specify.

   - **Using a schedule and HUD status.** Combines the schedule you set with when your Heads Up Display™ (HUD) status is "Away."

   - **Don't Find Me.** Prevents other phones from ringing if you're already using your office extension.

5. Configure the **How to Find Me** section. Use as many steps as you wish. (**HINT**: Pay special attention to And Then versus At the Same Time steps. It impacts how settings work.) We've already preset the 5 most common steps for you, but can always delete or add steps to your liking.

6. **Configure "Who can Find Me."** Add callers who should be able to find you to the "Contacts that can Find Me" section. You can also create a VIP List so certain people can find you any time.

7. Click "**Apply All Changes**." Your settings have been saved!

Setting Descriptions

- **Press-to-Accept**. Provides the caller the option to move to the next step.

- **Without Press-to-Accept**. The system moves forward automatically.

- **Call my extension**. Rings your extension

- **Call other extension**. Rings you at any extension you choose.

- **Call my mobile**. The most popular options

- **Call external number**. Rings any external number that you choose.
- **Call my location**. Rings whichever location where you are currently accepting calls, as selected in HUD.
- **Enable call screening**. Prompts the caller to say his or her name. You'll hear the recorded name before you answer.
- **Disable call screening**. Turns off the call screening option.
- **Forward to my voicemail**. Sends the caller to your voicemail.
- **Forward to other voicemail**. Sends the caller to any voicemail box you specify.
- **Notify caller that you're being located**. Plays a pre-recorded message.
- **Overwrite caller ID name**. Changes the actual caller ID into a name of your choosing, such as "From Office."

Watch our Call Forwarding how-to video for more tips on Find Me, Follow Me. Get even more help making the most of your Fonality system at fonality.com/support.