

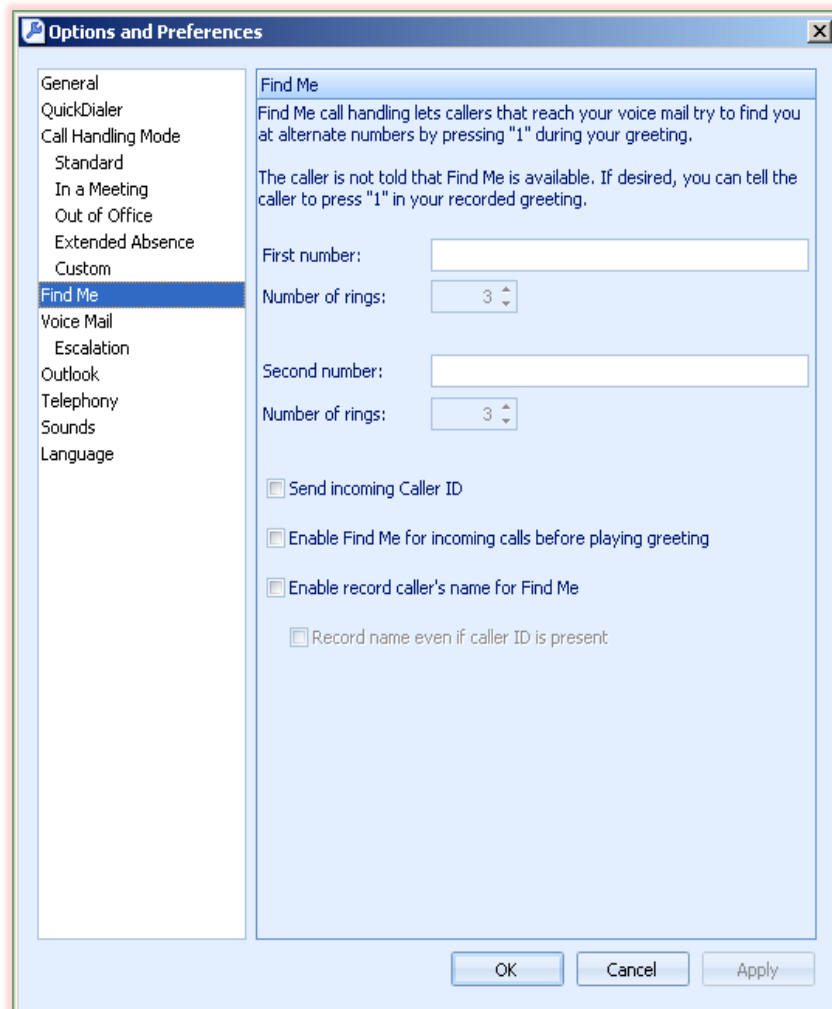
Call Manager-Options-Preferences-Find Me

This feature allows callers to contact you at alternate numbers by pressing one (1) while they are listening to your voice mail greeting. It is possible to specify two numbers for rerouting callers using the Find Me feature. After the person calling presses one (1), an audio prompt will be played advising the caller that the defined destination is being called. If the call is not answered at either destination the caller will be sent to your Siena voice mail.

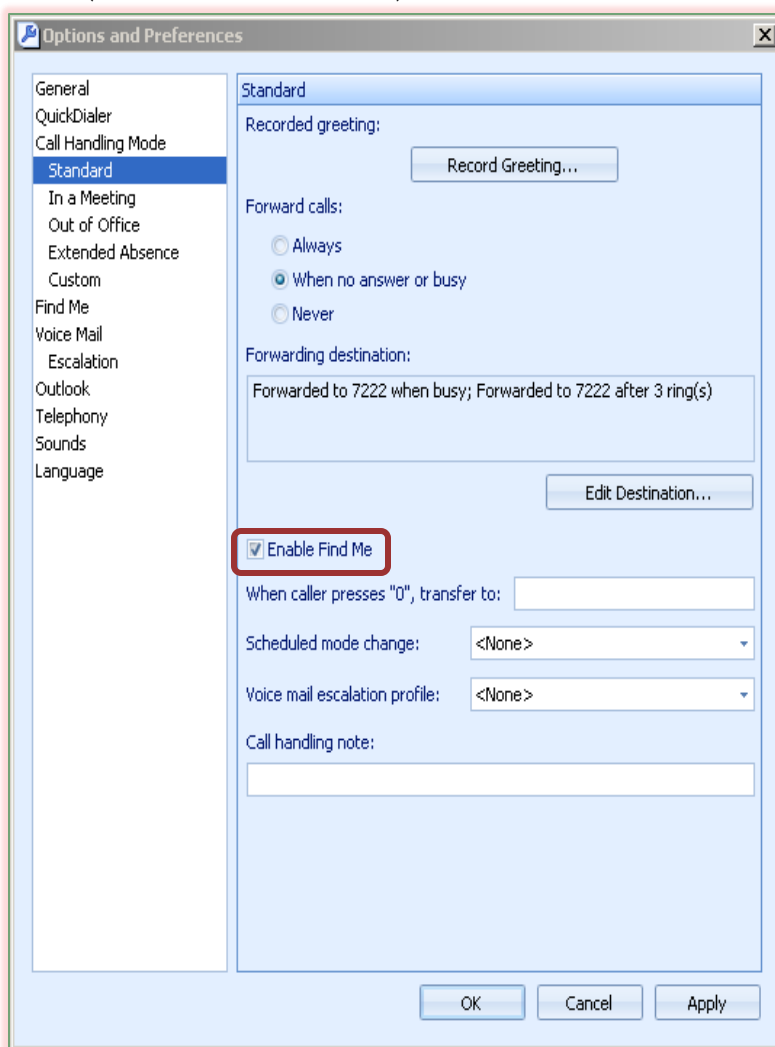
When the call is received from the caller, you can choose whether to answer the call or not to answer. The caller will not know which option you have chosen. They will be given a message saying that you could not be reached. Once the option not to answer has been chosen, the caller will be returned to your voice mail.

SETTING UP FIND ME

- ❖ Click the **Application Button**.
- ❖ This button appears in the upper-left corner of the **Call Manager** window (see illustration at right).
- ❖ Select **Options** from the list that appears.
- ❖ The **Options and Preferences** window will display.
- ❖ Click **Find Me** in the list of options on the left side of the window.
- ❖ The **Find Me** window will display (see illustration below).



- ❖ In the **First number** box, input the phone number to which the call is to be forwarded.
- ❖ Click the **Number of rings** spinning arrow to specify the number of times the phone is to ring before it goes to the next number or to voice mail.
- ❖ If a second number is to be specified, input that number into the **Second number** box.
- ❖ Once again, specify the number of rings before the person will be forwarded to your voice mail box.
- ❖ The person's **Caller ID** will play, if available, when **Send incoming Caller ID** is checked.
- ❖ **Enable Find Me for incoming calls before playing greeting** will send the call directly to the Find Me number before any greeting is played for the caller. This is not recommended.
- ❖ Click the **Enable Record Caller's name for Find Me**, to force the person who is calling to record his/her name.
- ❖ Click the **Enable Find Me** check box in each of the **Call Handling Modes** to activate this feature for that mode (see illustration below).



- ❖ Click **OK** to save the changes and exit the **Find Me** window.
 - The next time you receive a call, this feature will be activated.
 - Make sure that you disable this feature when you don't want the caller to find you.
 - When this feature is not enabled, the call will go directly to your **Voice Mail**.