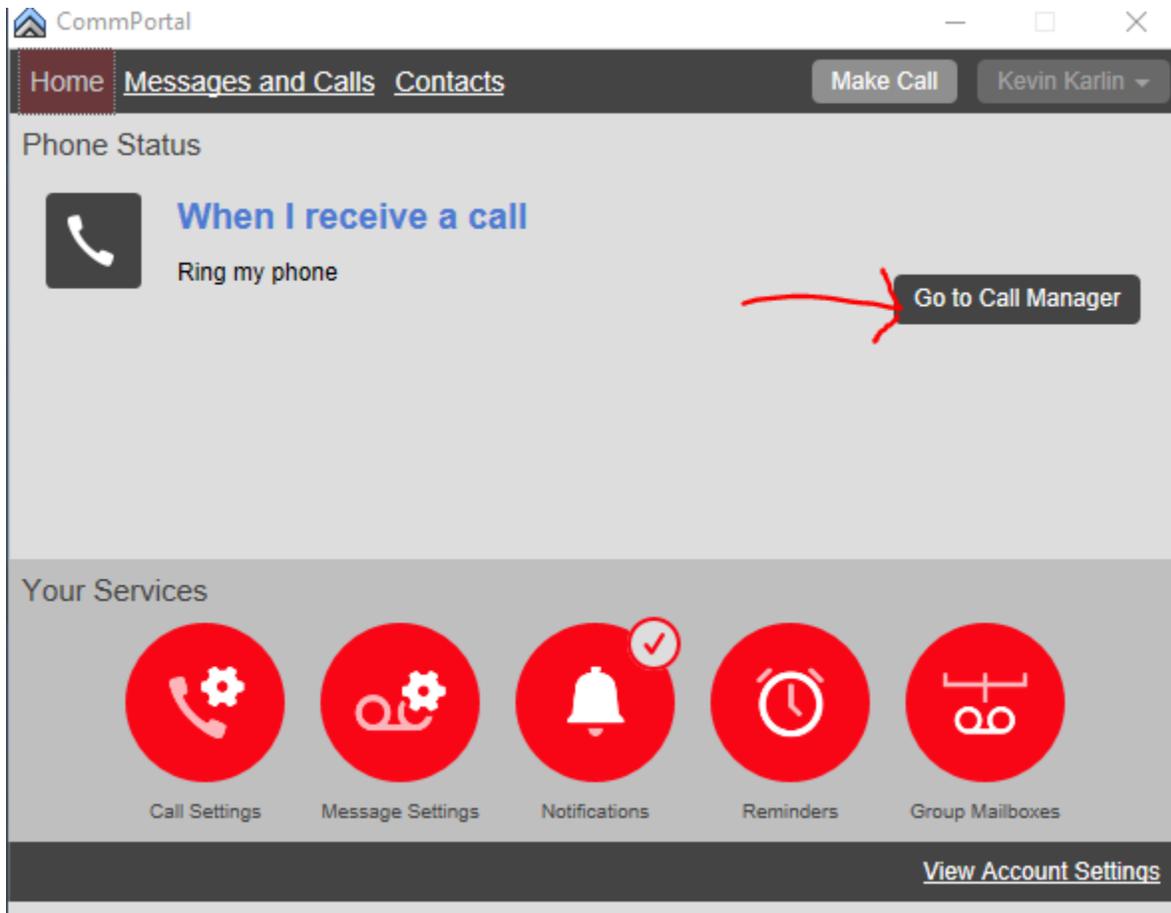


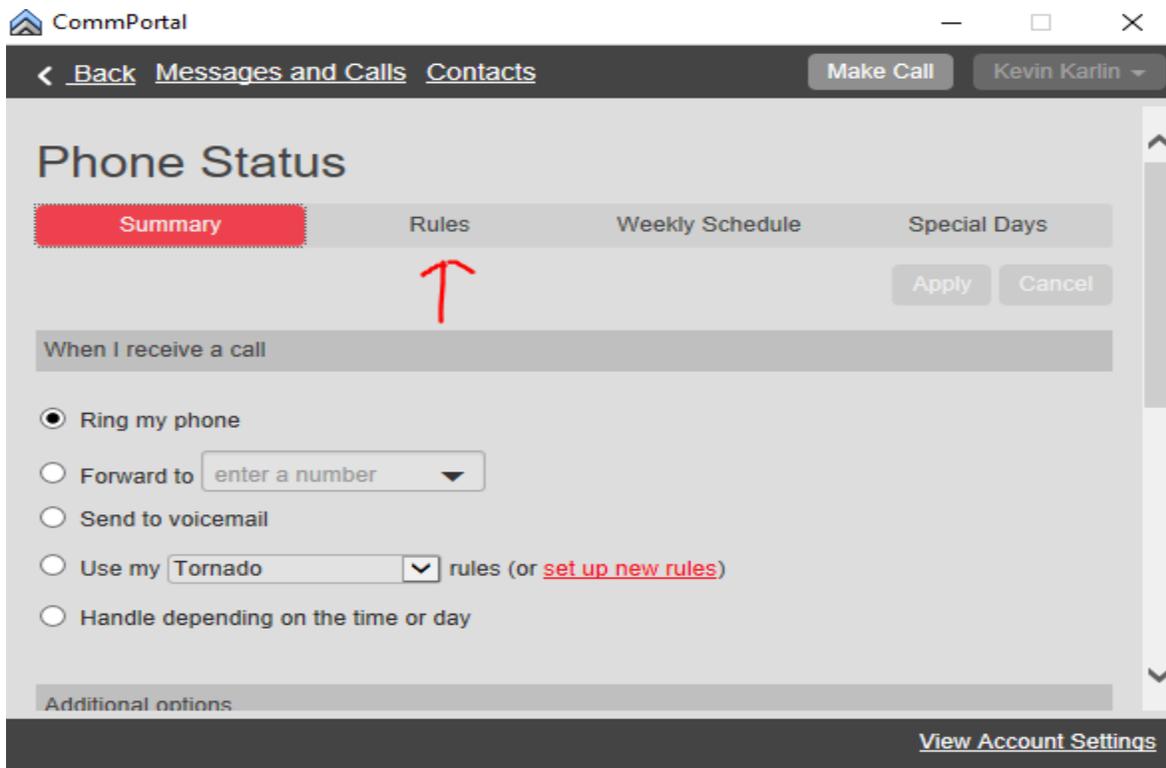
How do I...?

Make my cell phone ring at the same time as my polycom:

Double click on the sergeant badge. 
Click Go to Call Manager.



Click on Rules.

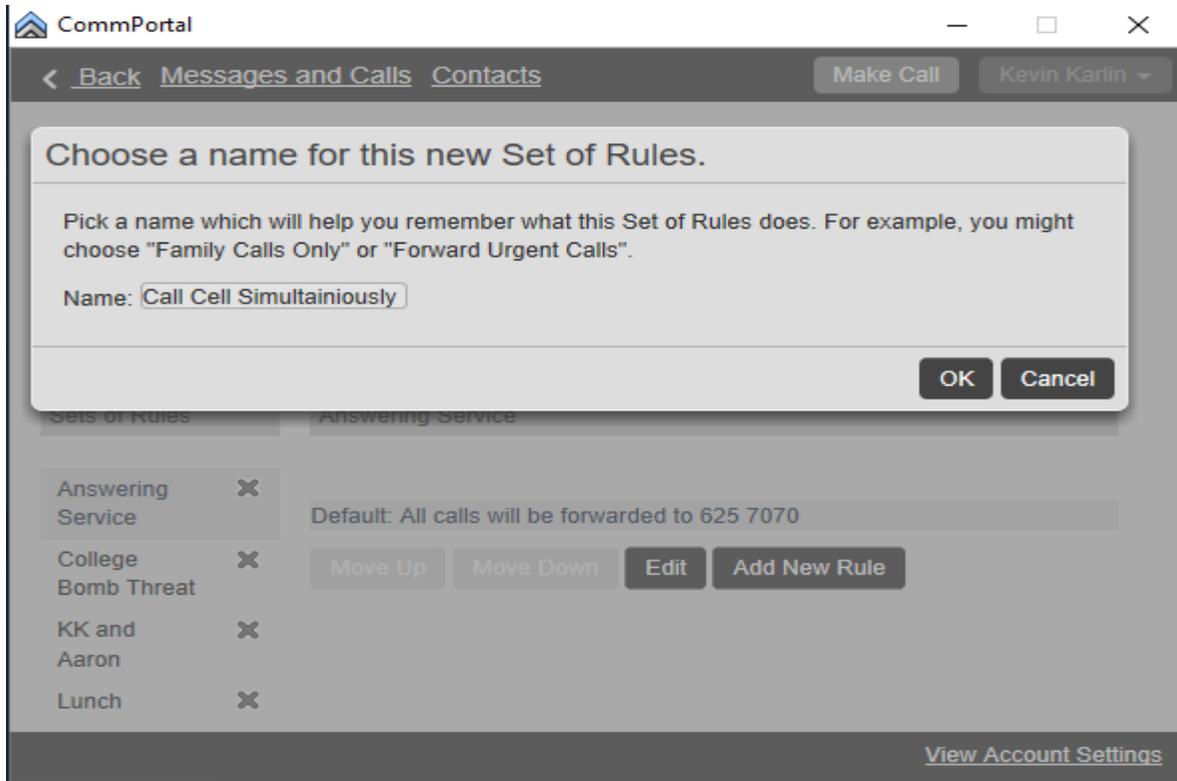


Click on Add New Set of Rules:

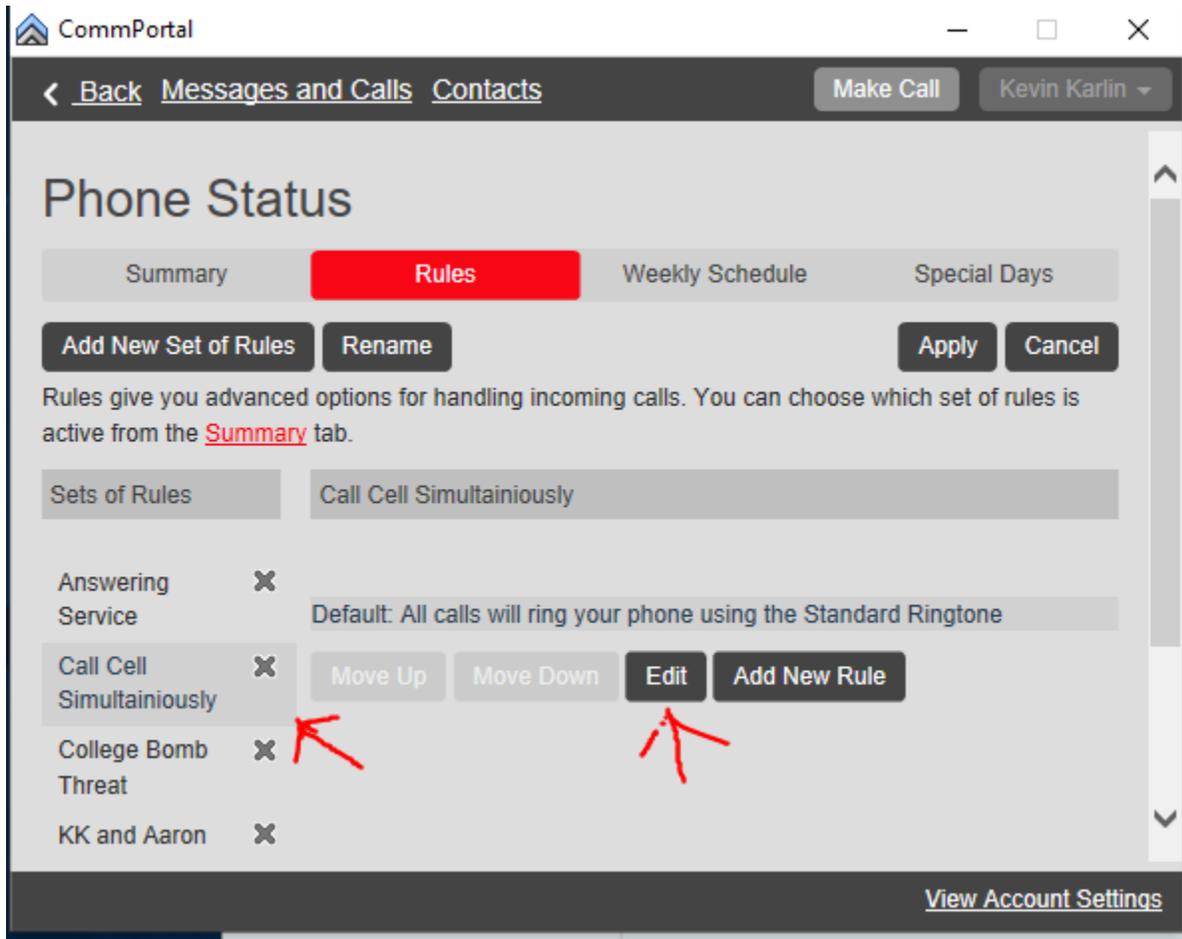
The screenshot shows the 'Phone Status' interface in the CommPortal application. The interface is divided into several sections:

- Header:** Includes a navigation bar with 'Back', 'Messages and Calls', and 'Contacts'. On the right, there are 'Make Call' and 'Kevin Karlin' buttons.
- Section Header:** 'Phone Status' is prominently displayed at the top.
- Navigation Tabs:** Below the header are four tabs: 'Summary', 'Rules' (which is highlighted in red), 'Weekly Schedule', and 'Special Days'.
- Action Buttons:** Below the tabs are buttons for 'Add New Set of Rules' (highlighted with a red arrow), 'Rename', 'Apply', and 'Cancel'.
- Text Description:** A paragraph explains that rules provide advanced options for handling incoming calls and that the active rule is selected in the 'Summary' tab.
- Sets of Rules:** A list of rule sets is shown on the left, including 'Answering Service', 'College Bomb Threat', 'KK and Aaron', and 'Lunch', each with a close icon (X).
- Default Rule:** A grey bar indicates the default rule: 'Default: All calls will be forwarded to 625 7070'.
- Management Buttons:** Below the default rule are buttons for 'Move Up', 'Move Down', 'Edit', and 'Add New Rule'.
- Footer:** A 'View Account Settings' link is located at the bottom right of the interface.

Choose a name for your new rule.



Click on the rule you created and click edit.



Check the bullet ring more than one phone at the same time or in sequence. And press the next button.

CommPortal

< Back Messages and Calls Contacts Make Call Kevin Karlin

When no rules apply in the "Call Cell Simultainiously" set of rules

When no rules apply

- ring my phone using the Standard Ringtone
- forward to enter a number
- send to voicemail
- play a reject message and reject the call
- ask the caller to say their name before I accept the call
- ring more than one phone at the same time or in sequence
- ask the caller to say their name before ringing more than one phone at the same time or in sequence

< Back Next > Finish Cancel

[View Account Settings](#)

On the next screen you will tell the commportal what phones to ring. First one will be "My Phone" which is your polycom, click the add button to the right. Next add your cell number and click add also. If you want to ring any others you can also add them at this time.

CommPortal

< Back Messages and Calls Contacts Make Call Kevin Karlin ▾

When no rules apply in the "Call Cell Simultainously" set of rules

Choose which phones you would like to ring when no rules apply

Seconds into call: 0 30 60 90 120

My Phone [Progress Bar] ✕

Phone Number: 735 8007 ▾ Start: 0 ▾ End: 60 ▾ **Add**

Ring my phone using the Standard Ringtone ▾

If I don't answer or all lines are busy, forward to Voicemail ▾

< Back Next > Finish Cancel

[View Account Settings](#)

Click Finish and Apply.

The screenshot shows the 'Call Cell Simultainiously' settings page in the CommPortal. The page title is 'When no rules apply in the "Call Cell Simultainiously" set of rules'. Below the title, there is a section titled 'Choose which phones you would like to ring when no rules apply'. This section contains a table with columns for 'Seconds into call' (0, 30, 60, 90, 120) and rows for 'My Phone' and '735 8007'. The 'My Phone' row has a blue bar from 0 to 60 seconds, and the '735 8007' row has a blue bar from 0 to 60 seconds. Below the table, there are fields for 'Phone Number' (with a dropdown menu), 'Start' (0), 'End' (60), and an 'Add' button. There is also a dropdown for 'Ring my phone using' (the Standard Ringtone) and a dropdown for 'If I don't answer or all lines are busy, forward to' (Voicemail). At the bottom right, there are four buttons: '< Back', 'Next >', 'Finish', and 'Cancel'. A red arrow points to the 'Finish' button. At the bottom right of the page, there is a link for 'View Account Settings'.

CommPortal

< Back Messages and Calls Contacts Make Call Kevin Karlin

When no rules apply in the "Call Cell Simultainiously" set of rules

Choose which phones you would like to ring when no rules apply

Seconds into call: 0 30 60 90 120

Seconds into call:	0	30	60	90	120	
My Phone	■	■	■	■	■	×
735 8007	■	■	■	■	■	×

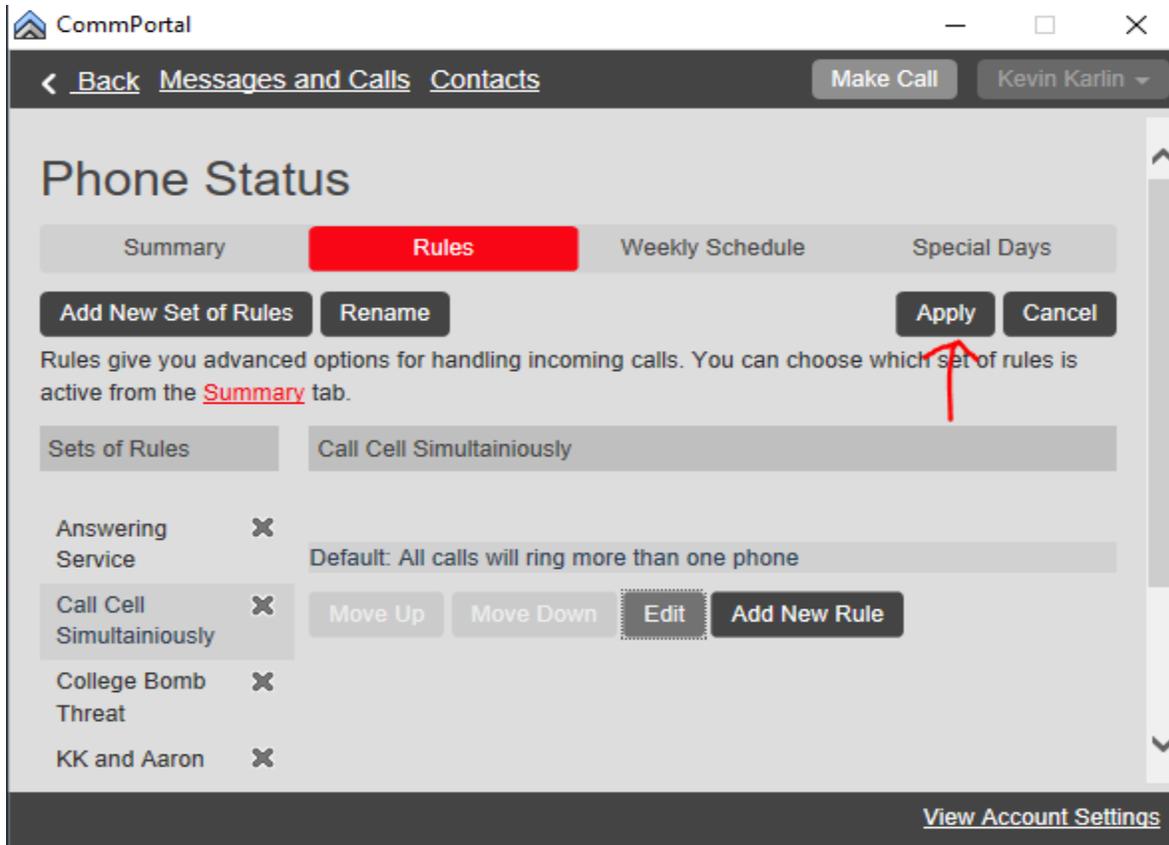
Phone Number: Start: End:

Ring my phone using

If I don't answer or all lines are busy, forward to

< Back Next > **Finish** Cancel

[View Account Settings](#)



Click on the summary tab, check the bullet Use my Call Cell Simultaneously rule and click apply. It should now start ringing your cell at the same time as you polycom phone.