

## 1. AOM Office Phone Instructions

### **Instructions to Forward incoming calls from Office to Home Phone**

Log into your LightPath portal with your phone number and voicemail PIN

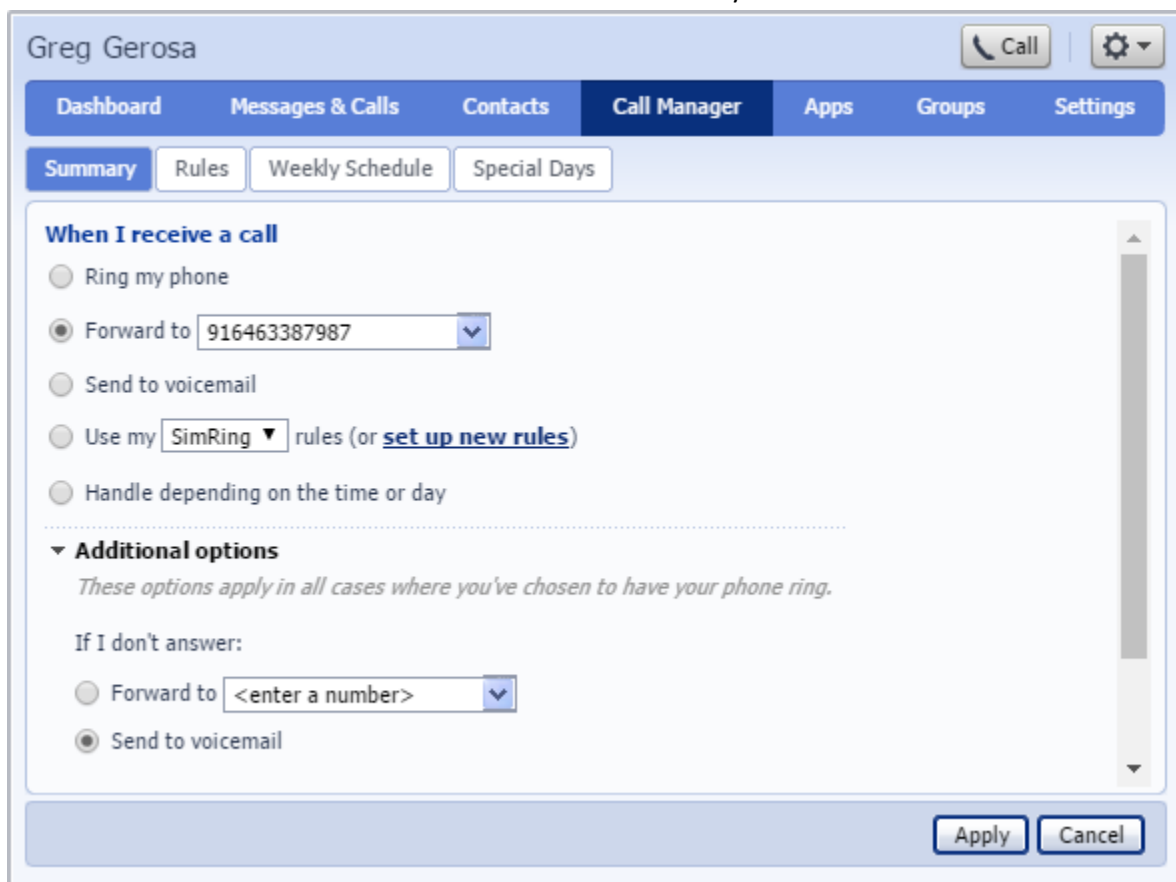
Http:// <http://lightpathhostedvoice.com/>

Username is your full phone number such as 9143261842.

Your initial password (if you haven't changed it yet) is **4AOMphone!**

Once you are logged in click **Call Manager** and then **Summary**

Click the second radio button for **Forward to** and then enter your home number



The screenshot shows the 'Call Manager' interface for Greg Gerosa. The 'Call Manager' tab is selected, and the 'Summary' sub-tab is active. Under the heading 'When I receive a call', the 'Forward to' option is selected with a radio button, and the number '916463387987' is entered in the adjacent text box. Other options include 'Ring my phone', 'Send to voicemail', 'Use my SimRing rules (or set up new rules)', and 'Handle depending on the time or day'. Below this, the 'Additional options' section is expanded, showing 'If I don't answer:' with 'Send to voicemail' selected and a 'Forward to' field containing '<enter a number>'. At the bottom right, there are 'Apply' and 'Cancel' buttons.

Click Apply and then you are all set. When you are back in the office don't forget to log back in here and select the top button to resume taking calls on your office phone.

Another option is known as "SimRing", this stands for Simultaneous ring and can be configured to ring both office and home phones at the same time. Those instructions are available in this packet.

## Instructions to Activate “SimRing” Simultaneous Ring from Office Phone

Log into your LightPath portal with your phone number and voicemail PIN

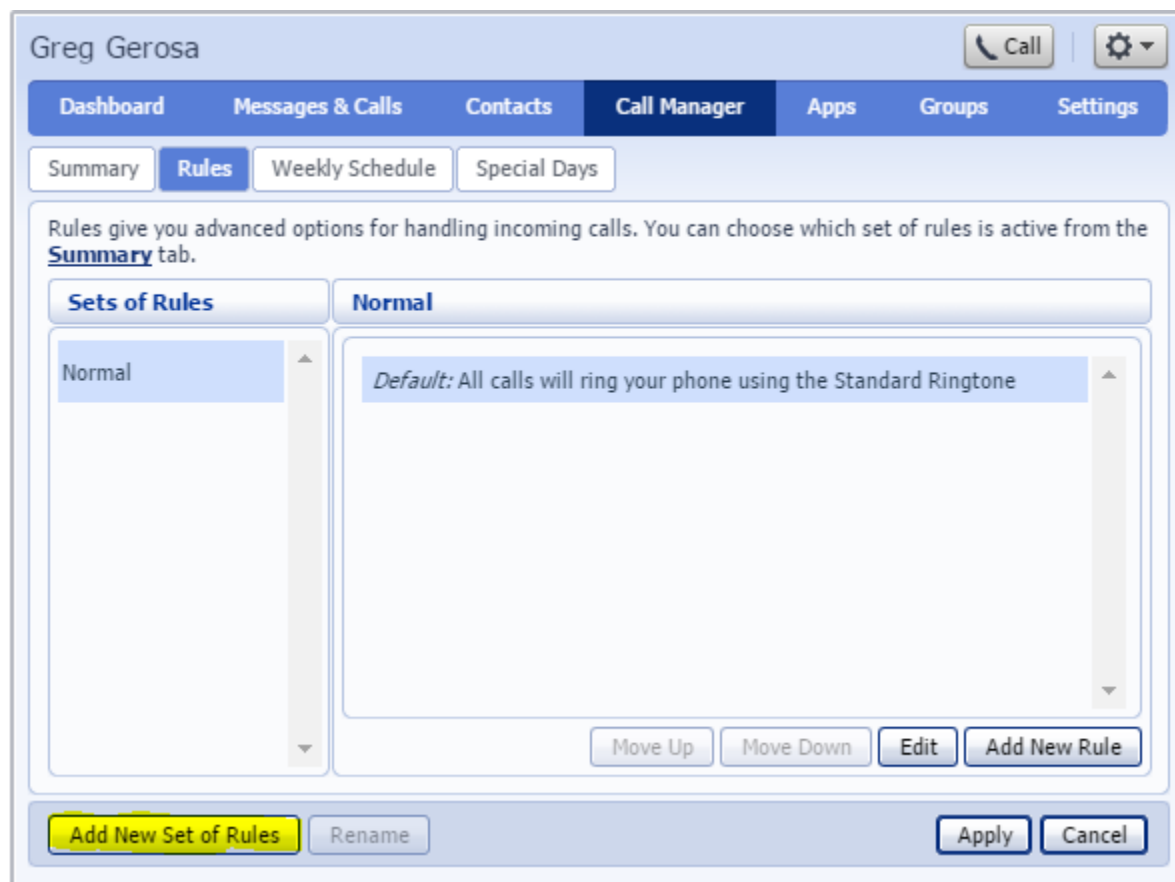
Http:// <http://lightpathhostedvoice.com/>

Username is your full phone number such as 9143261842.

Your initial password (if you haven't changed it yet) is **4AOMphone!**

Once you are logged in click **Call Manager** and then **Rules**

And then click **Add New Set of Rules** on bottom



The screenshot shows the user interface for Greg Gerosa's LightPath portal. The top navigation bar includes 'Dashboard', 'Messages & Calls', 'Contacts', 'Call Manager' (selected), 'Apps', 'Groups', and 'Settings'. Below this, there are tabs for 'Summary', 'Rules' (selected), 'Weekly Schedule', and 'Special Days'. A text box explains that rules are used for handling incoming calls and that the active set can be chosen from the 'Summary' tab. The main area is divided into 'Sets of Rules' and 'Normal'. The 'Sets of Rules' list contains 'Normal'. The 'Normal' section shows a default rule: 'Default: All calls will ring your phone using the Standard Ringtone'. At the bottom of the 'Normal' section are buttons for 'Move Up', 'Move Down', 'Edit', and 'Add New Rule'. At the very bottom of the interface are buttons for 'Add New Set of Rules' (highlighted in yellow), 'Rename', 'Apply', and 'Cancel'.

Enter a name for this rule

**Choose a name for this new Set of Rules.**

Pick a name which will help you remember what this Set of Rules does. For example, you might choose "Family Calls Only" or "Forward Urgent Calls".

Name:

Now your new rule will appear in the list of rules but it will be blank so highlight it and click Edit

Greg Gerosa Call Settings

Dashboard Messages & Calls Contacts **Call Manager** Apps Groups Settings

Summary **Rules** Weekly Schedule Special Days

Rules give you advanced options for handling incoming calls. You can choose which set of rules is active from the **Summary** tab.

**Sets of Rules** **SimRing**

Normal

SimRing

*Default: All calls will ring your phone using the Standard Ringtone*

Now the rule options appear. Chose "ring more than one phone at a time ..." and click **Next**

**When no rules apply in the "SimRing" set of rules**

When no rules apply

- ring my phone using the Standard Ringtone ▾
- forward to <enter a number> ▾
- send to voicemail
- 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

**When no rules apply in the "sim2" set of rules**

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

**Enter the phone number you want to ring, and for how long.**

The first phone will always start ringing immediately and you can have more than one phone ring at the same time. If a line is busy, the next available phone will start ringing immediately.

All phones will stop ringing as soon as one phone is answered.

If you don't answer or all lines are busy, the action selected here will be applied instead of any global configuration you may have configured on the Summary page.

Phone Number: My Phone ▾ Start: 0 ▾ End: 30 ▾

Ring my phone using the Standard Ringtone ▾

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

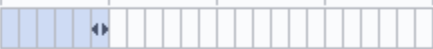
The "first phone" should be your office phone, or MyPhone from the drop down  
Set End to 30 seconds and click add.

It will appear in the rule window. Now type your cell number into the Phone Number field using 91 before your number as below. Set the Start to 5 secs and the End to 30 secs. Make sure the Forward is set to voicemail

### When no rules apply in the "sim2" 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**  X

Phone Number:  Start:  End:

Ring my phone using

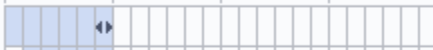
If I don't answer or all lines are busy, forward to

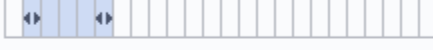
Click Add and then finish

### When no rules apply in the "simRing" 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**  X

**916463387987**  X

Phone Number:

Ring my phone using

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

Once this is complete click on the Summary Tab and set "Use My SimRing Rules"  
And click apply

Greg Gerosa Call Settings

Dashboard Messages & Calls Contacts **Call Manager** Apps Groups Settings

Summary Rules Weekly Schedule Special Days

**When I receive a call**

- Ring my phone
- Forward to (646) 338 7987
- Send to voicemail
- Use my SimRing rules (or [set up new rules](#))
- Handle depending on the time or day

Set a [weekly schedule](#) to apply different rules based on time, or day of the week.

**Additional options**  
*These options apply in all cases where you've chosen to have your phone ring.*

If I don't answer:

- Forward to <enter a number>

Apply Cancel

If you have any questions or issues with this process please email us at [helpdesk@aom.org](mailto:helpdesk@aom.org)