

# FEATURE: TWINNING YOUR EXTENSION

SAANICH SCHOOL'S NEW PHONE SYSTEM

## HAVE CALLS TO YOUR EXTENSION RING MORE THAN ONE LOCATION

With the new phone system, you can twin your phone with another number. This means that when people ring your extension, another phone can ring as well.

There are two primary use cases:

1. Ring your cell-phone
2. Users who do not have a dedicated phone but would like the shared phone at a desk they work at to ring as well.

## SETTING UP TWINNING

To enable twinning:

1. Log into the user portal
2. Select **Call Handling**
3. Expand the **Twinning Setting** section
4. Change **Setting:** to **Simple**
5. Change **Operation status:** to **Activated**
6. Set **Number:** to the number you would like to twin with your extension. This could be a cell phone number, or the extension number of a shared phone in your workspace.
7. Click **OK**

Please note, there is a "Setting: Scheduled" option as well, which will offer the chance to only twin your extension during a set time. There are schedules built for each school that would mirror the time that the office is available to answer calls. We cannot offer customized schedules beyond this.

## DISABLE TWINNING

If you would like to stop twinning, navigate to the same location as above, and once there:

1. Change **Setting:** to **Disabled**
2. Click **OK**

Please note, changing from Disabled back to Simple will remember your previous twinning settings for easy toggling on and off.