VirtualPBX®

How do I enable follow-me calling?

1. Login at https://vconsole.virtualpbx.com/
2. **Click** on the CALL ROUTING tab.
3. Make sure that you have a list of numbers entered below the Contact Phone Numbers settings.
4. **Locate** the Calling Options settings.
5. **Click** the checkbox next to Use follow-me calling.
6. **Click** the [UPDATE] button to save your changes.

How do I configure which phone numbers are used by follow-me calling?

1. Login at https://vconsole.virtualpbx.com/
2. **Click** on the CALL ROUTING tab.
3. **Locate** the Contact Phone Numbers block.
4. Below the Action column, **click** on the add link.
5. On the **Add/Edit Number** page that appears, enter a **local** U.S. or Canadian number or International number.
   Note: Toll-free numbers **cannot** be used as a Contact Phone Number.
6. Below the Default column, **click** the telephone number that you would like to use as the first number dialed by the follow-me calling feature.
7. **Click** the [UPDATE] button to save your changes.
8. To disable a number from your follow-me calling list, **locate** the number that you would like removed.
9. Below the Exclude column, **click** the checkbox for the phone number that you want follow-me calling to skip.
10. **Click** the [UPDATE] button to save your changes.