
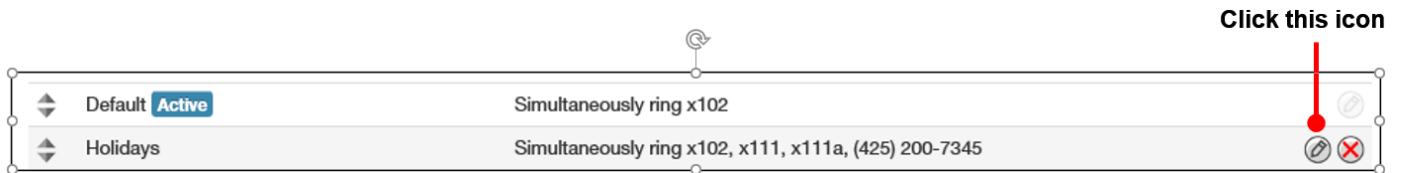


Hosted PBX by Golden West

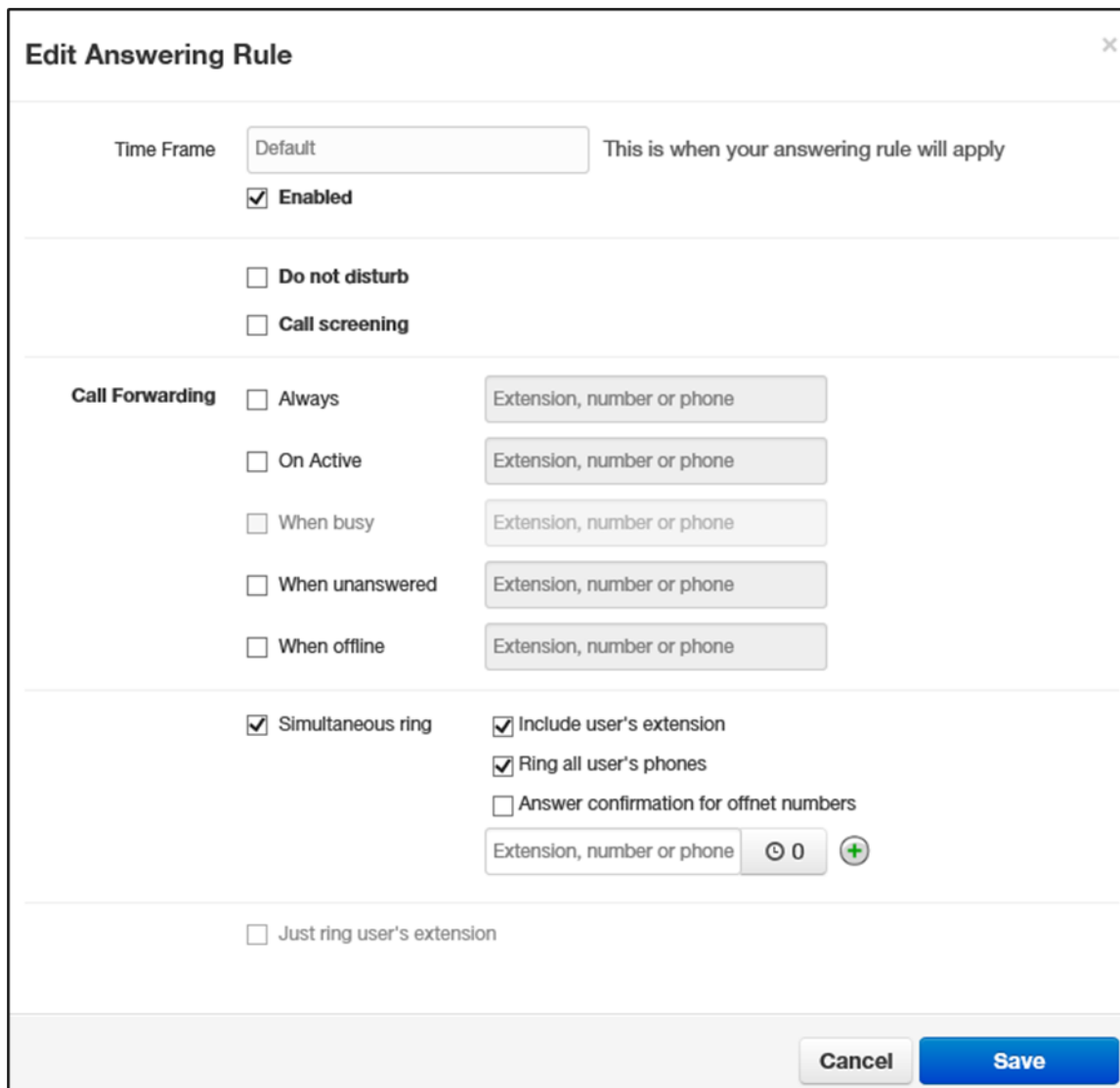
Editing Answering Rules

To edit an answering rule for this user:

1. In the **Answering Rules** tab, hover over the answering rule, and then click the  icon at the far right of the row.



The Edit Answering Rule pop-up window appears.



The 'Edit Answering Rule' window contains the following settings:

- Time Frame:** Default (This is when your answering rule will apply)
- Enabled**
- Do not disturb**
- Call screening**
- Call Forwarding:**
 - Always: Extension, number or phone
 - On Active: Extension, number or phone
 - When busy: Extension, number or phone
 - When unanswered: Extension, number or phone
 - When offline: Extension, number or phone
- Simultaneous ring**
 - Include user's extension
 - Ring all user's phones
 - Answer confirmation for offnet numbers
 - Extension, number or phone: [input field] 0 [input field] +
- Just ring user's extension

Buttons: Cancel, Save

2. Change the rule, as appropriate.
3. Click **Save**.