

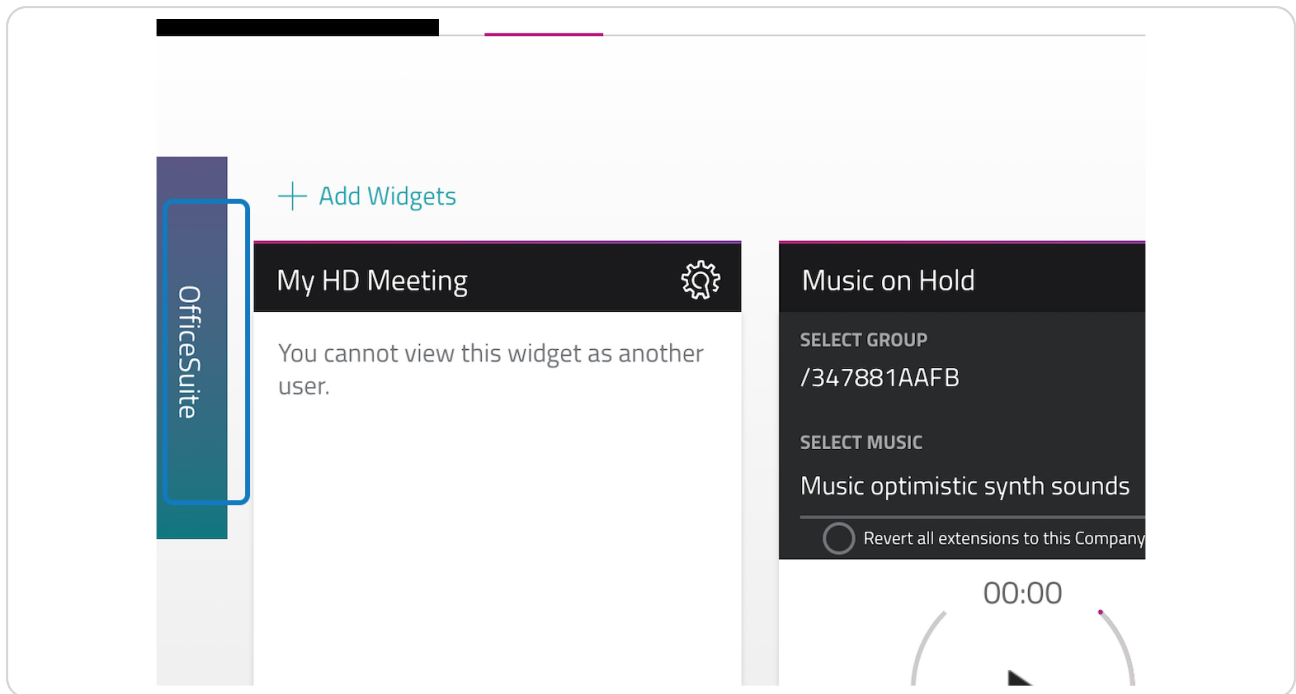


Windstream WeConnect Configuring Emergency Call Override Routing

For support call: 732.363.9898 Email: Support@empiretelecomnj.com

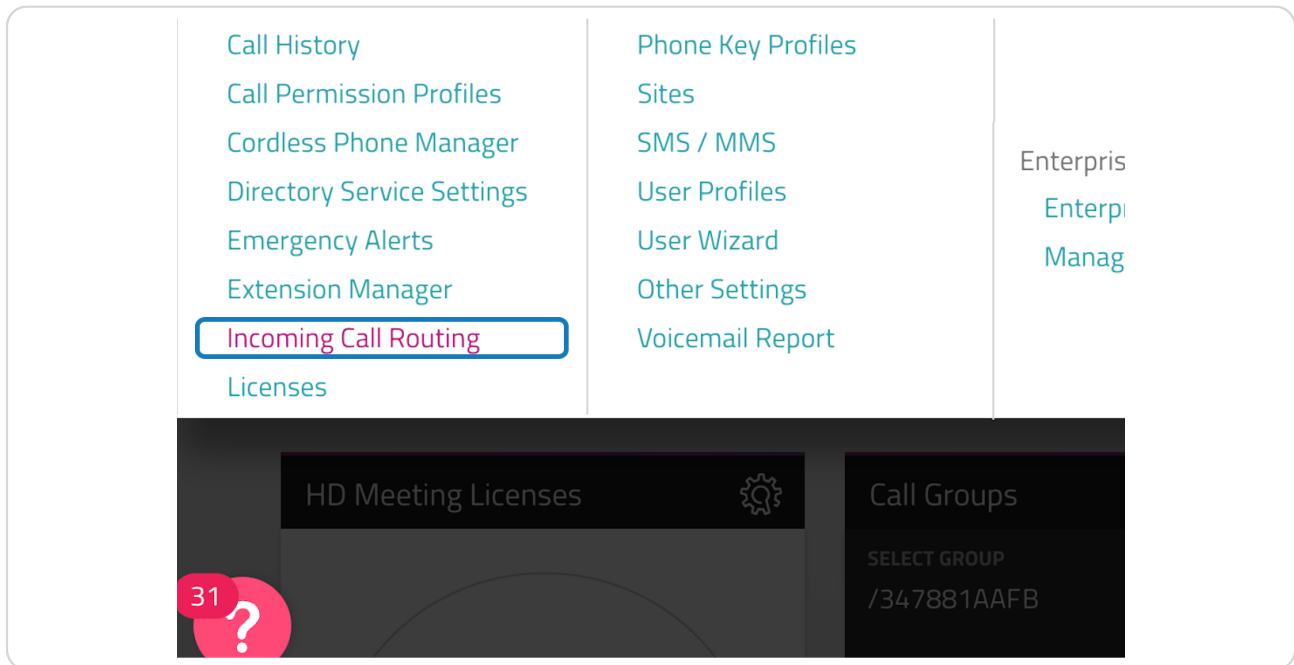
STEP 1

Click on OfficeSuite



STEP 2

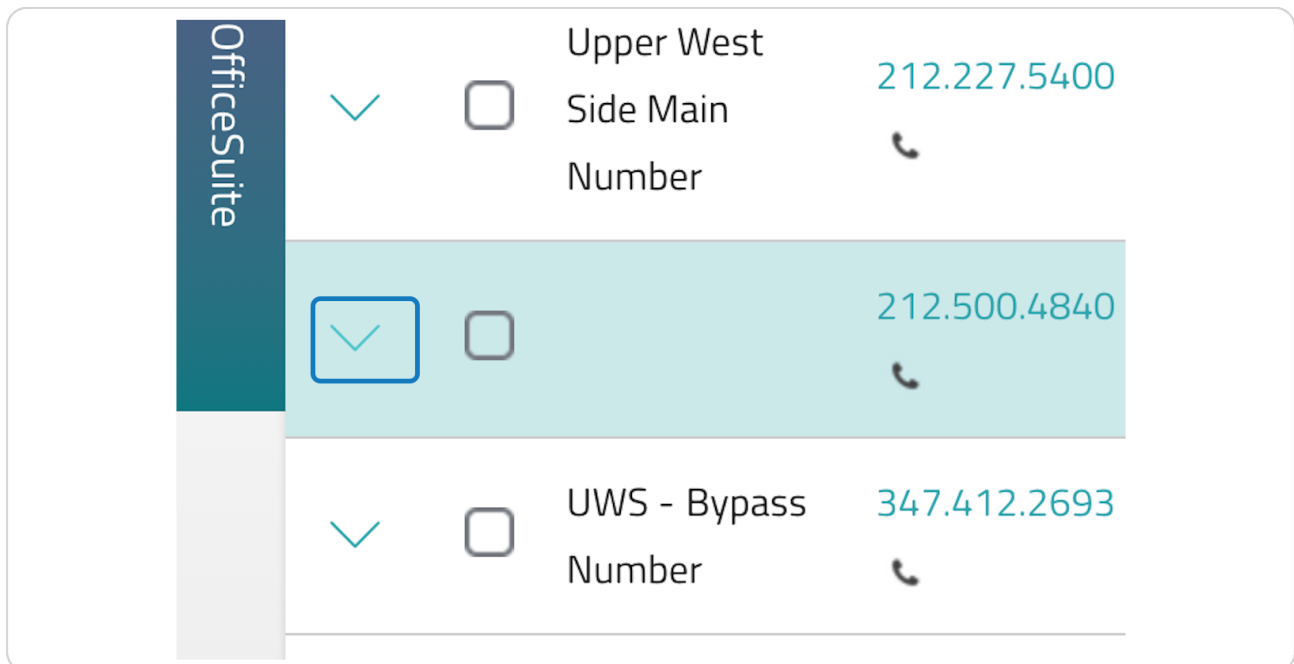
Click on Incoming Call Routing



A screenshot of a settings menu with three columns. The first column contains: Call History, Call Permission Profiles, Cordless Phone Manager, Directory Service Settings, Emergency Alerts, Extension Manager, Incoming Call Routing (highlighted with a blue border), and Licenses. The second column contains: Phone Key Profiles, Sites, SMS / MMS, User Profiles, User Wizard, Other Settings, and Voicemail Report. The third column contains: Enterpris, Enterpi, and Manag. Below the menu is a dark overlay with 'HD Meeting Licenses' and a gear icon, and 'Call Groups' with 'SELECT GROUP /347881AAFB'. A red circle with '31' and a question mark is in the bottom left.

STEP 3

Click on the number you would like to forward

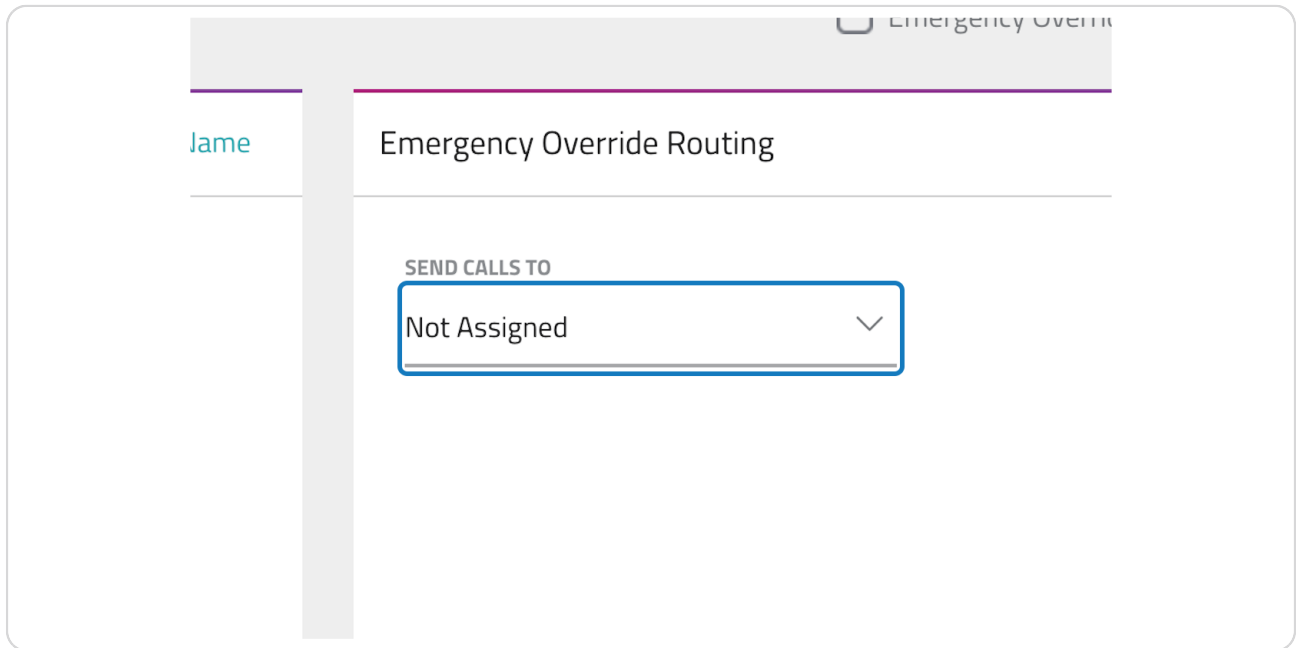


A screenshot of a list of numbers for forwarding. On the left is a vertical bar labeled 'OfficeSuite'. The list has three rows:

Dropdown	Checkbox	Label	Number
∨	<input type="checkbox"/>	Upper West Side Main Number	212.227.5400
<input checked="" type="checkbox"/>	<input type="checkbox"/>		212.500.4840
∨	<input type="checkbox"/>	UWS - Bypass Number	347.412.2693

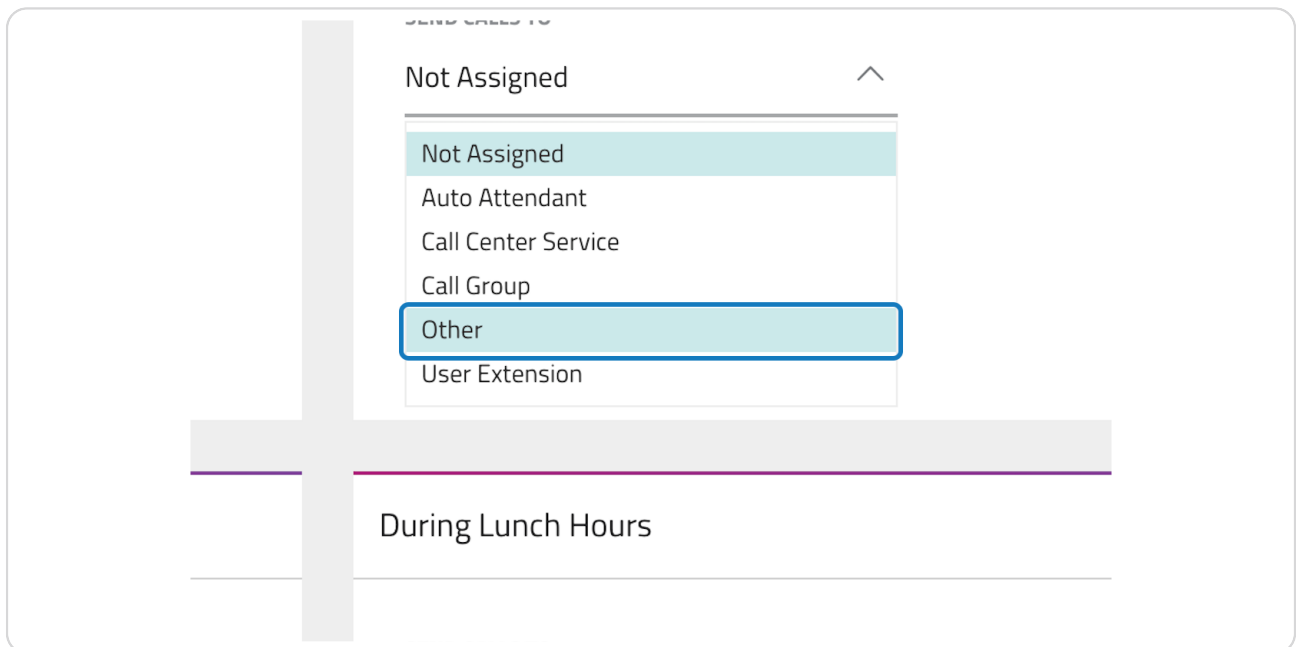
STEP 4

On the top right box label "Emergency Override Routing" Click on the dropdown



STEP 5

Click on Other



STEP 6

ENter the phone number your would like the calls to go to

SEND CALLS TO

Other

ENTER PHONE NUMBER

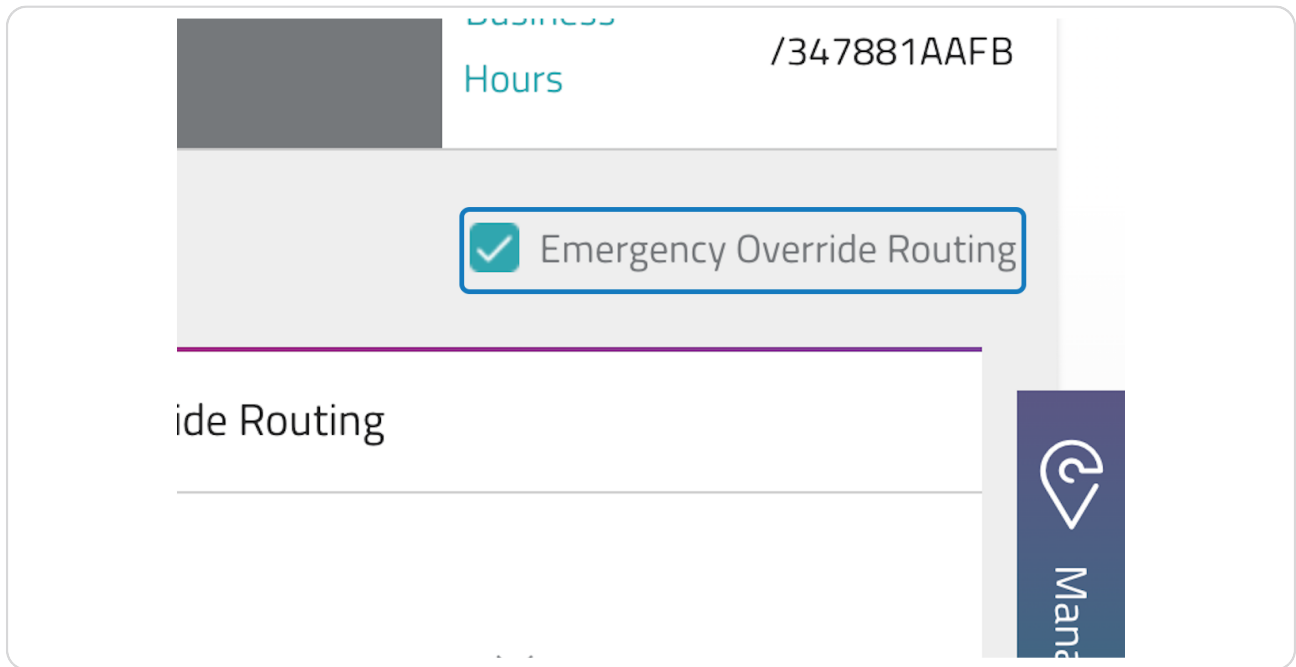
ENTER DESCRIPTION

During Lunch Hours

i This next step is very important and easily missed

STEP 7

****IMPORTANT** Make sure to check Emergency Override Routing**



STEP 8

Click on Save Changes

