

## SET PERSONAL NUMBER (PN)

The **Personal Number** function allows you or the end-user, to handles incoming calls and route them, for example to the mobile or to the desk phone.

This step-by-step instruction gives you examples how you can set the function **Personal Number**, when you are:

- In the office
- On a business trip.

### LOG IN TO MP

Do as follows:


1. Open **Provisioning Manager (PM)**. The start page is displayed.
2. Type the **User name** in the field **User**.
3. Type the **Password** in the field **Password**.
4. Click **Login**. The main page is displayed.

### VIEW USER

Do as follows:

1. Click **Users** and then **User**. The **User** page is displayed.
2. Type the name of the user in the field **Enter User Name(s), Extension Number, Department**.
3. Click **View**. The **User ID** table is displayed

below.



4. Select the user, and click **Change**, . The **User – Change** page is displayed.

### SET PERSONAL NUMBER (PN)

You start to enter the settings on the page **User – Change**. You can set up to 5 PN for an extension. The following step-by-step-instruction describes how you set 2 PN.

Do as follows:

#### SET PROFILE 1 - IN OFFICE

1. Click the tab **Service Summary**. The tab **Service Summary** is displayed.
2. Select an extension under **Extension number**, and click **Change**, . The **Extension – Change** page is displayed.
3. Click **Edit** to the right of the field **Personal Number List**. The **Number list** page is displayed.
4. Select **Profile 1**, and click **Change**, . The page **Personal Number List – Change 1** is displayed.

#### ENTER NUMBER LIST INFORMATION

Do as follows:


1. Type for example **In Office**, in the field **List Name**. **Note!** The limit of the list name is 10 characters.
2. Under **Call Sequence 1** type your **extension**

**number** in the field **Number**.

3. Select ring durations in seconds, for example 30 seconds, type **30** in the field **Ring Duration [s]**.
4. Under **Call Sequence 2** type for example the **voice mail** number in the field **Number**.
5. Select ring durations in seconds, for example 15 seconds, type **15** in the field **Ring Duration [s]**.
6. Click **Continue**. The page **Personal number List** is displayed. You see the new PN in the table with the status active. **Note!** Now you can continue to add more PN, or save the settings and go back to the main page.

#### SET PROFILE 2 – ON A BUSINESS TRIP

Do as follows:

1. Click **Edit** to the right of the field **Personal Number List**. The page **Number list** is displayed.
2. Select **Profile 2**, and click **Change**, . The page **Personal Number List** is displayed.

#### ENTER NUMBER LIST INFORMATION

Do as follows:

1. Type for example **Business** (for business trip) in the field **List Name**. **Note!** The limit of the list name is 10 characters.
2. Under **Call Sequence 1** type your **mobile number** in the field **Number**.
3. Select ring durations in seconds, for example 15 seconds, type **15** in the field **Ring Duration [s]**.

4. Under **Call Sequence 2** type for example the **voice mail number** in the field **Number**.
5. Select ring durations in seconds, for example 15 seconds, type **15** in the field **Ring Duration [s]**.
6. Click **Continue**. The page **Personal number List** is displayed. You see the new PN in the table with the status active.

## SAVE THE SETTINGS

### Do as follows:

1. Click **Continue**. The page **Extension – Change** is displayed. The PN is displayed under the button Edit in the field **Personal Number List**.
2. Click **Continue**. The **tab Service Summary** is displayed.
3. Click **Apply**. The page **User - Change - Result** is displayed. An information notice of the operation is displayed.
4. Click **Done**.