Adding a new OIC User

This article will show you how to add a new person into ring central to receive OIC calls.

1. Navigate to the Ring Central web interface. (Creds found in 1pass.). Select myextension > settings > Phone > incoming call rules.

2. Select "+ Add Rule".

3. Select "Create Custom Rule".

4. Name the rule as "OIC *person's name".
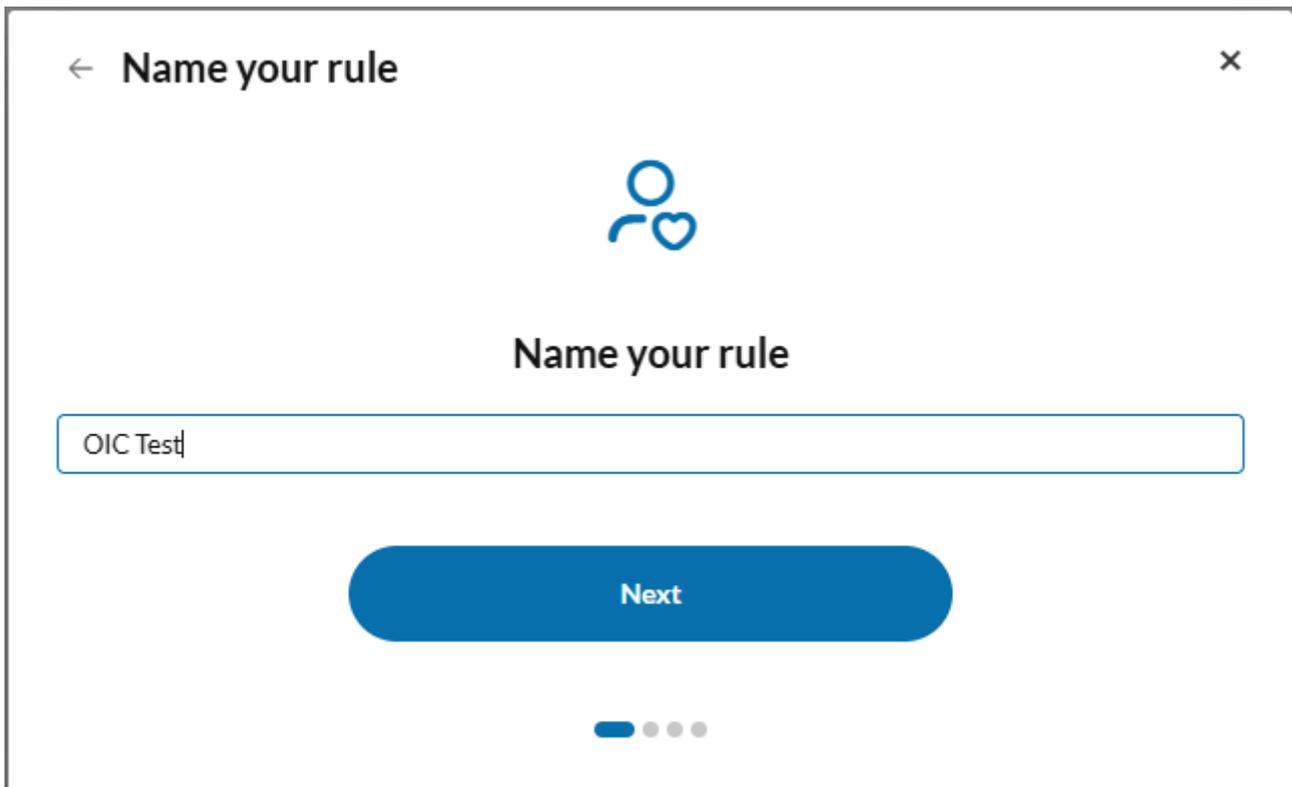
5. Select "+ Add a contact or phone number".

← Who should be included in **OIC Test**?   ✕

Callers ⓘ

+ Add a contact or phone number

Calling me at ⓘ

+ Add a phone number

Schedule ⓘ

+ Add schedule

(GMT+11:00) Canberra, Melbourne, Sydney

Next

6. Add the mobile number of the new user.
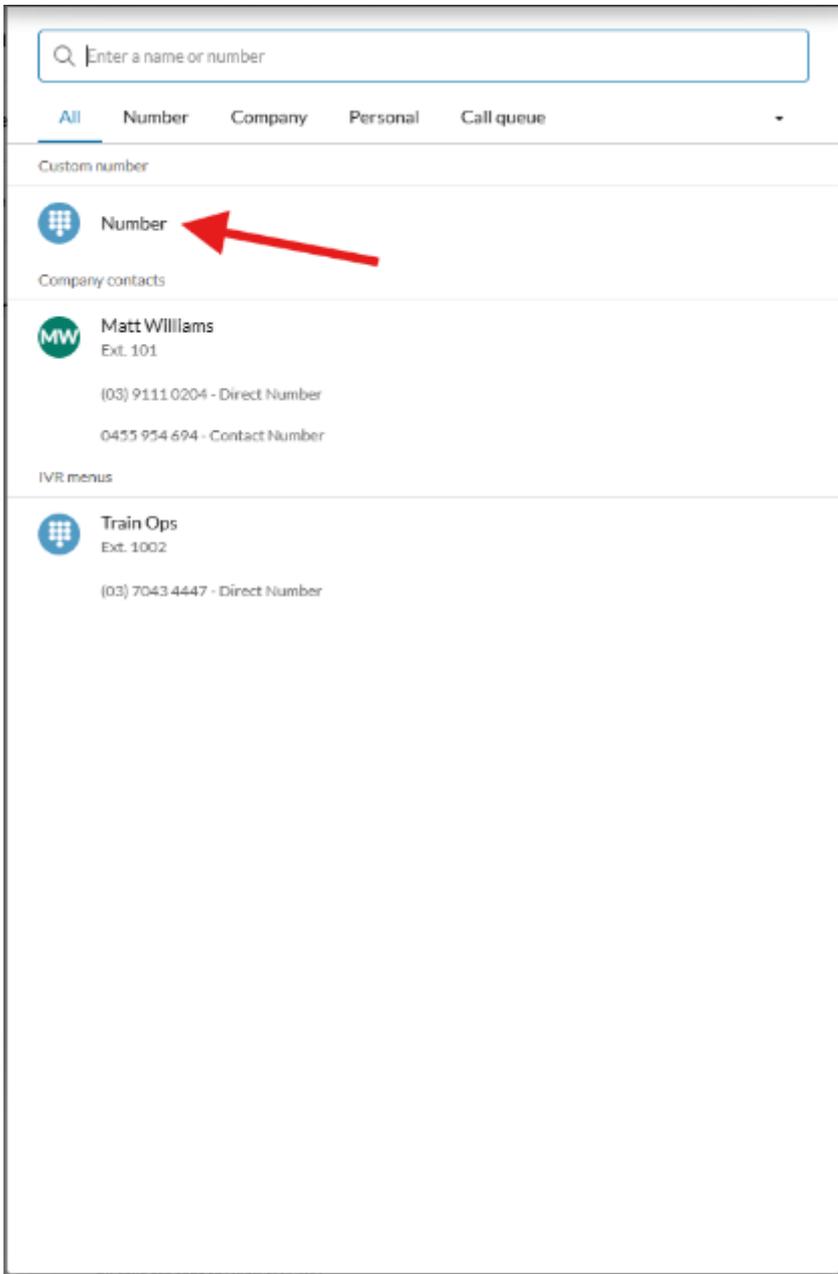
7. Select "Next".

Who should be included in OIC Test?

Callers ⓘ

⊙ +61413993023   ⊗

➕ Add a contact or phone number

Calling me at ⓘ

➕ Add a phone number

Schedule ⓘ

➕ Add schedule

(GMT+11:00) Canberra, Melbourne, Sydney

Next

8. Select the routing option as "Forward the call".

← **How should incoming calls be routed during OIC Test?** ✕

Incoming calls　　　　　　　　　　　　　　Choose routing option ▾

Next

9. Add the mobile number of the new user again.
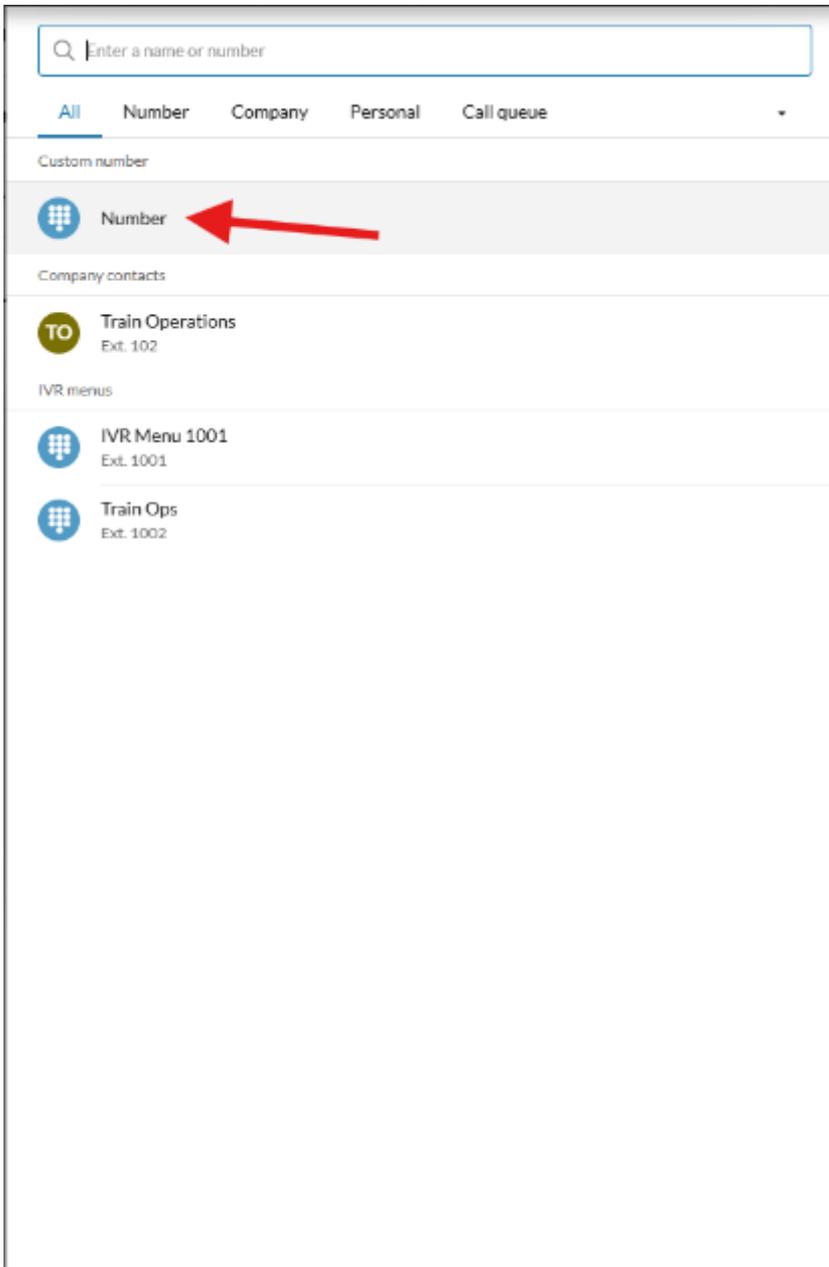
10. Select "Customise now".

OIC Test

All calls are sent to 0413 993 023.

Calls from:

+61413993023

Customise now

Done

● ● ● ▬

11. Delete the number in the "Callers" section.

12. You will have to add a schedule to be able to save.