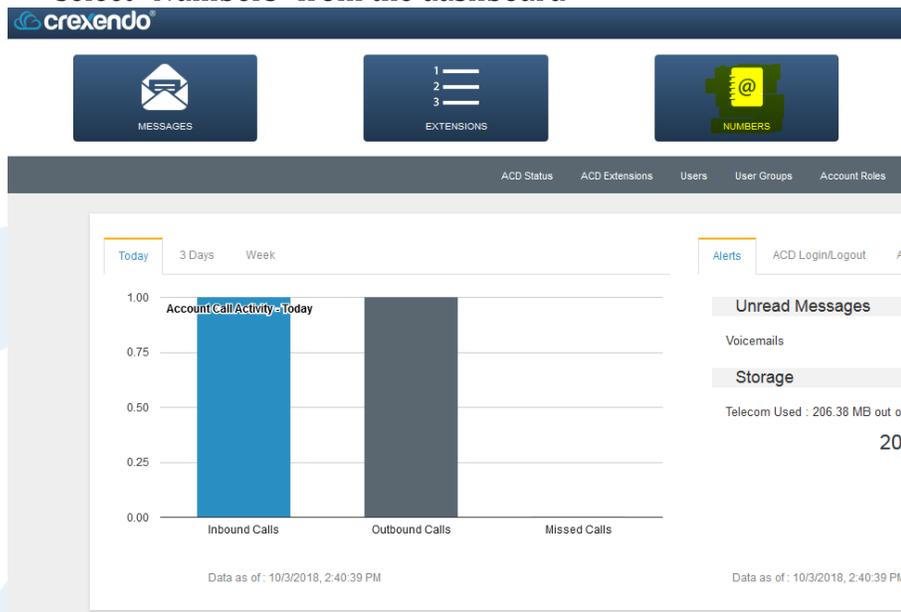


How to Setup Nomorobo for Crexendo:

There are 3 parts to the setup process for Nomorobo. The first part is to add the Nomorobo number to your Crexendo portal. After that, we need to create the ring group so we can get calls to them. Finally, we need to reassign your number to the Nomorobo call group so they can successfully weed out robo calls and spam calls.

Part 1: Adding Nomorobo's Number to our Portal

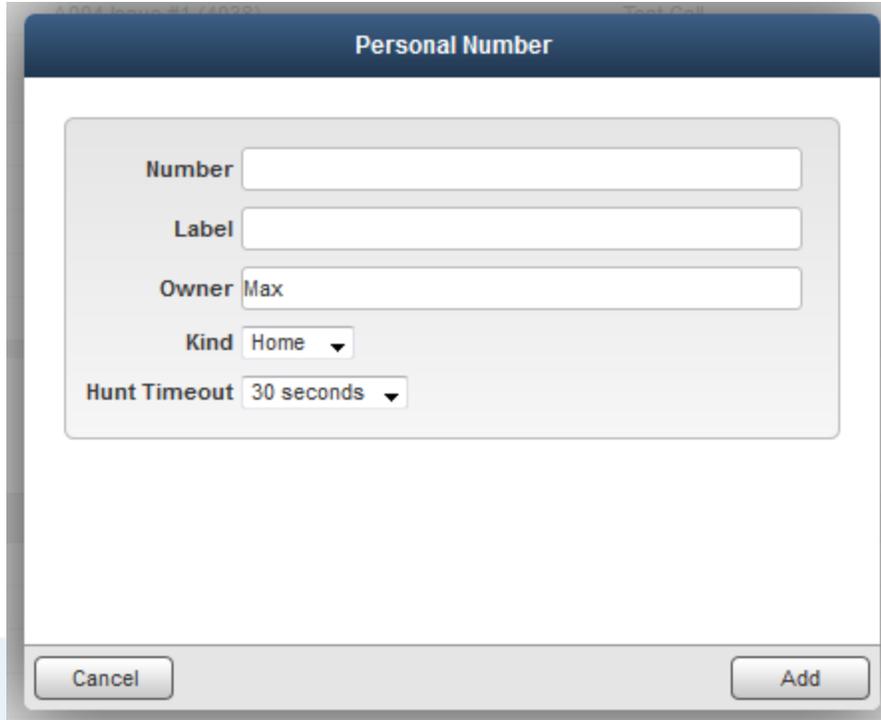
1. The first step in the process is to login to the Crexendo admin portal, and select "Numbers" from the dashboard



2. Once we are in "Numbers," we want to click on the gear cog on the right hand-side and select "Add."



| Number | Label | Owner Name | Type | Hunt Timeout |
|-------------------|-----------|------------|-------------|--------------|
| +5 (655) 655-6555 | Test Cell | Max | Phone | 30 seconds |
| (480) 745-2600 | | Max | Phone | 30 seconds |
| (480) 555-5556 | My Cell | Max | Cell (ATTN) | 1 minute |



Personal Number

Number

Label

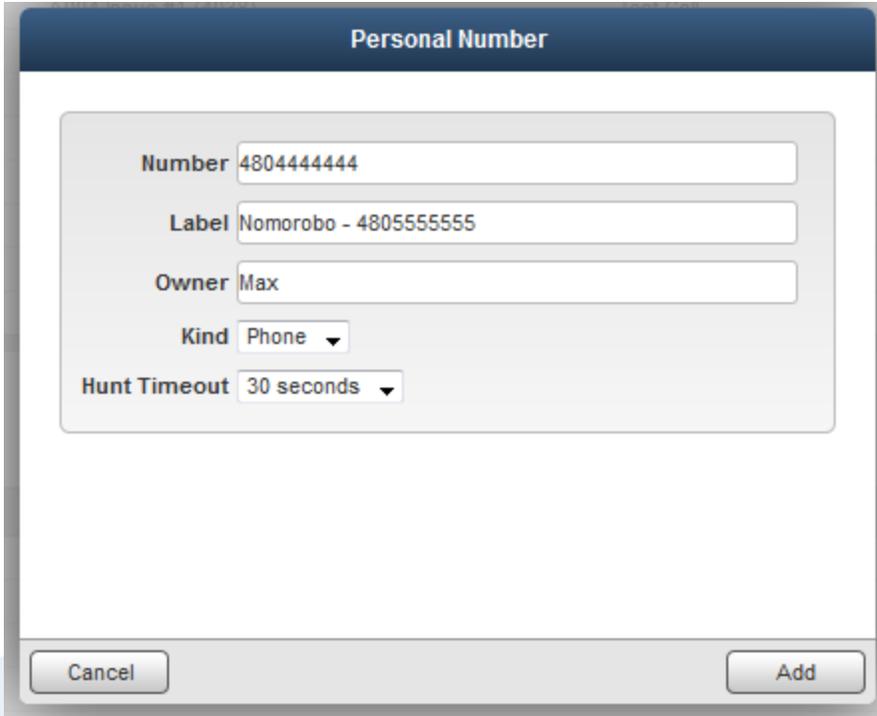
Owner Max

Kind Home ▾

Hunt Timeout 30 seconds ▾

Cancel Add

3.
 - a. **Number:** Enter your Nomorobo number into this field
 - b. **Label:** Make sure to label this “Nomorobo – [Insert Telephone Number].” If my direct line is 480-555-5555 I would format it as “Nomorobo – 4805555555”
 - c. **Owner:** The owner is the user who “owns” the personal number. We recommend using only **one** user to own these numbers.
 - d. **Kind:** Set to “phone” type
 - e. **Hunt Timeout:** Leave on default



4. When your entry looks like the above, click “Add,” to have the Nomorobo number added to your account.

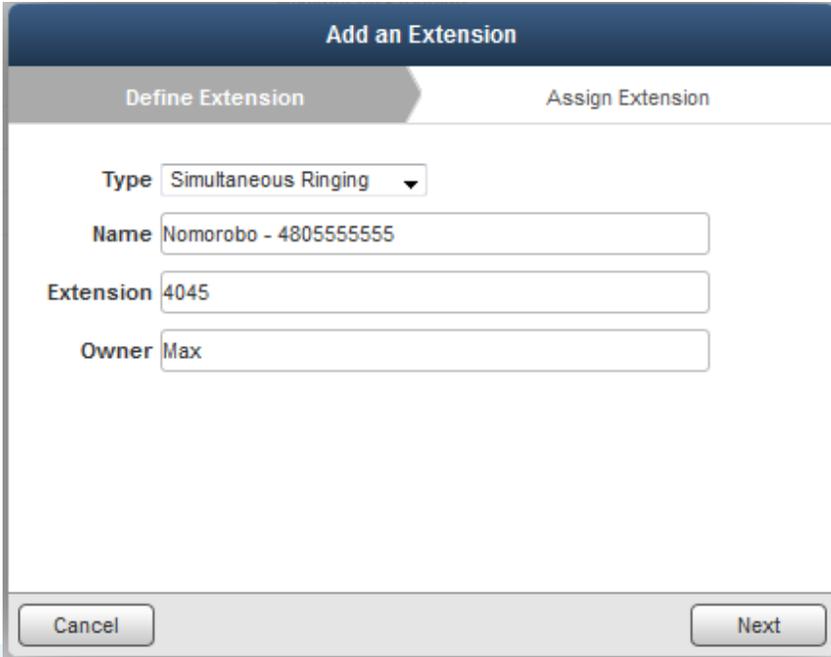
Part 2: Creating the Nomorobo Simultaneous Ring Group and Adding Members In

1. Go to “Extensions,” click on the gear cog on the upper right hand corner (underneath options and above search), and click add.



| Name | Extension | Type | Owner | Caller ID |
|-------------------|-----------|-----------------------|-------------------|----------------------------|
| Park 2 | 222 | Call Park | Max Training Lab | N/A |
| Kepa Arrizabalaga | 225 | Personal | Kepa Arrizabalaga | (480) 867-4912 (Test Call) |
| Cesar Azpilcueta | 228 | Personal | Cesar Azpilcueta | (480) 482-7542 (Test Call) |
| FWD to Cell | 230 | Auto Attendant (Menu) | Max | N/A |
| Super Frank | 235 | Personal | Super Frank | (907) 313-7806 (Kepa CPU) |

2. Change the type to “Simultaneous Ringing” and then choose the extension number, and make sure to set the Name to “Nomorobo – [Insert Crexendo Number]” and set the owner to be the same owner as the personal number.

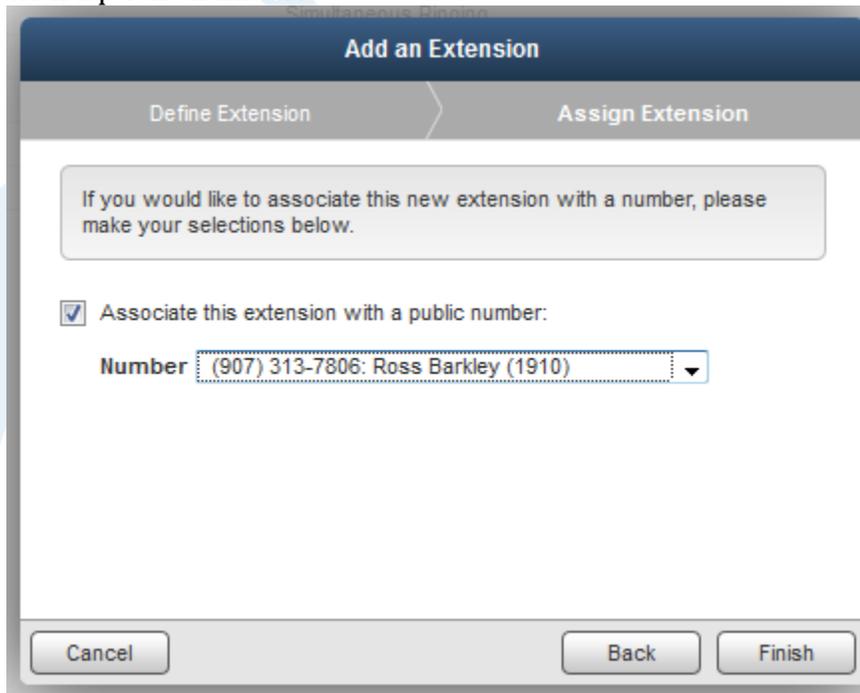


The screenshot shows the 'Add an Extension' dialog box with the 'Define Extension' tab selected. The fields are as follows:

| Field | Value |
|-----------|-----------------------|
| Type | Simultaneous Ringing |
| Name | Nomorobo - 4805555555 |
| Extension | 4045 |
| Owner | Max |

Buttons: Cancel, Next

3. Click "next."
4. On this screen, check the option in the middle, to associate this extension with a public number:



The screenshot shows the 'Add an Extension' dialog box with the 'Assign Extension' tab selected. The fields are as follows:

If you would like to associate this new extension with a number, please make your selections below.

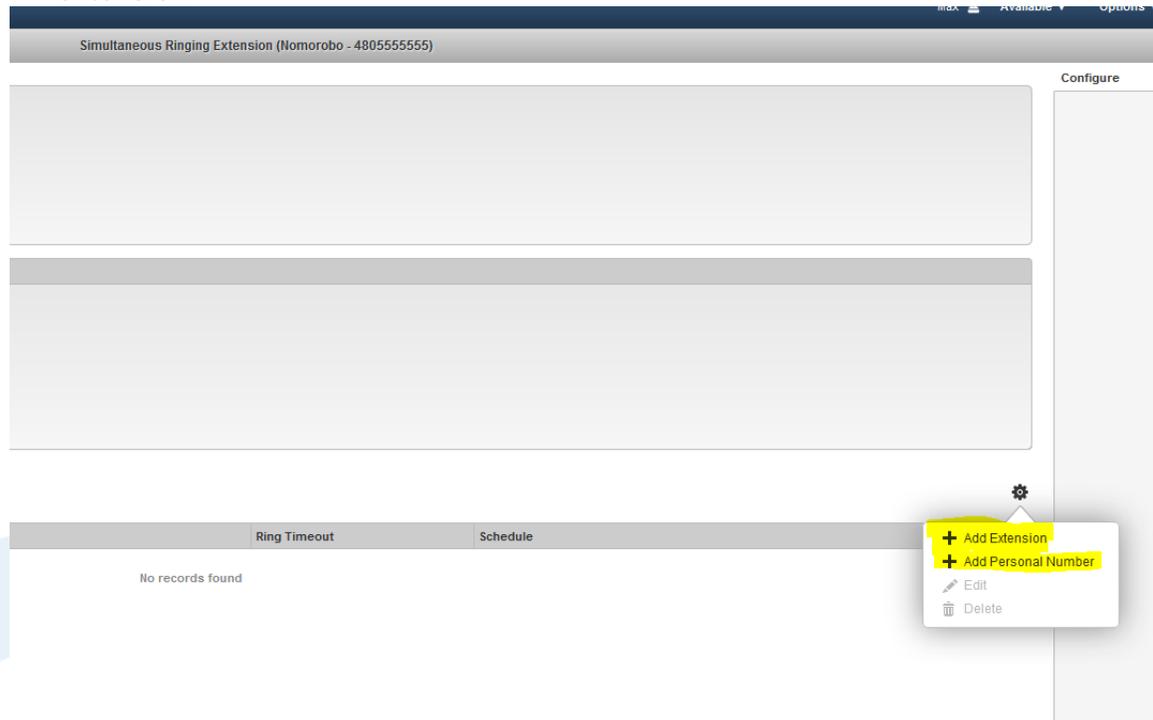
Associate this extension with a public number:

Number: (907) 313-7806: Ross Barkley (1910)

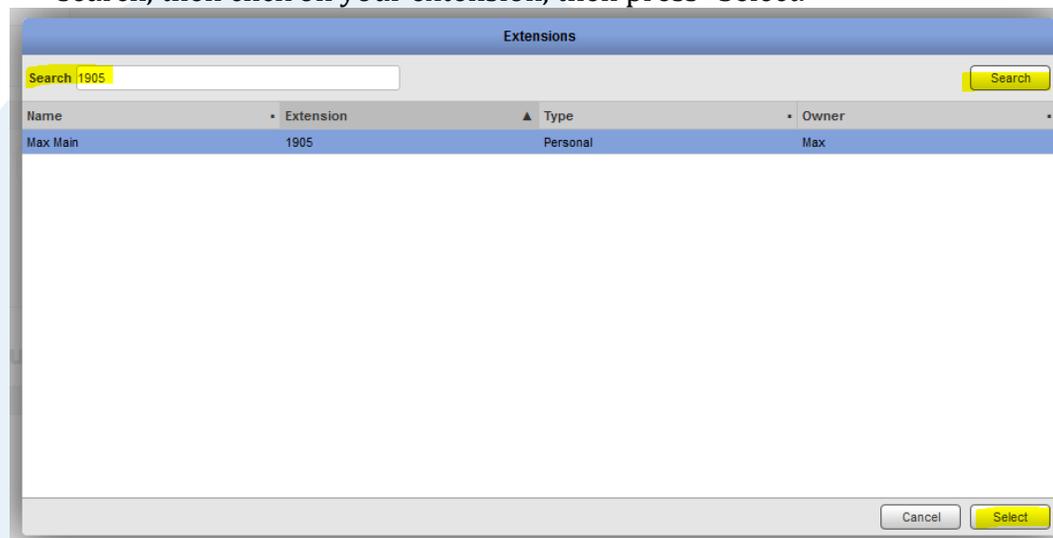
Buttons: Cancel, Back, Finish

5. The system will automatically choose the number on the top of your "Company Numbers" section as shown above, *it is **absolutely vital** to make sure you choose the proper number, otherwise someone else will stop receiving calls and voicemails.*
6. Click "Finish" once the proper number has been selected and is listed in that field

7. This will open up the simultaneous ring group, click on the gear cog all the way on the right (middle of the page) and click “add extensions” to add your extension.



8. A new window will open up, type your extension into the search bar, press search, then click on your extension, then press “Select.”



9. Repeat this process (refer to image in step 8) but select “Add a Personal Number,” and add your Nomorobo number.
10. For final destination, keep it as voicemail and click the pencil in the pad to bring up the extension screen, search for your extension, and select it (see image in step 8).
11. Adjust the ring timeout override to be 30 seconds.

12. Check the box for “Advanced Simultaneous Ringing” if it is not already checked.

13. When you are finished, the simultaneous group should look like this:

Options

Final Destination Type: Voicemail Max Main (1905) 

Incoming Call Name Display: Caller Name

Incoming Call Number Display: Caller Number

Advanced Simultaneous Ringing

Ring Timeout Override: 30 seconds

Simultaneous Ringing Group Members

| Owner | Member | Ring Timeout | Schedule |
|-------|---------------------------------------|--------------|----------|
| Max | Max Main (1905) | 30 seconds | Always |
| Max | Nomorobo - 4805555555((480) 444-4444) | 30 seconds | Always |