



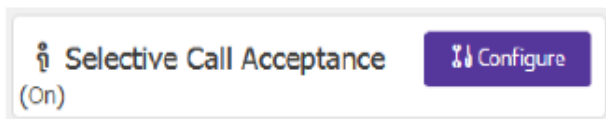
Cloud Voice – Selective Call Acceptance

1 What is it?

You can set Cloud Voice so that at certain times, only pre-selected calls can get through to you. You can pick up to 12 numbers.

2 How do I set it up?

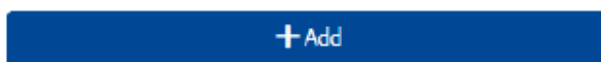
1. Login to the [Cloud Voice portal](#)
2. Select the '**Employees**' menu
3. Select '**Features**' from the menu on the left-hand side
4. Select '**Call Control**' and then '**Selective Call Acceptance**'



5. Select '**Configure**'

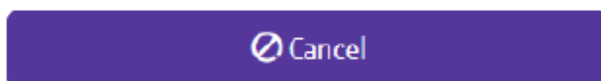
Selective Call Acceptance

Rules

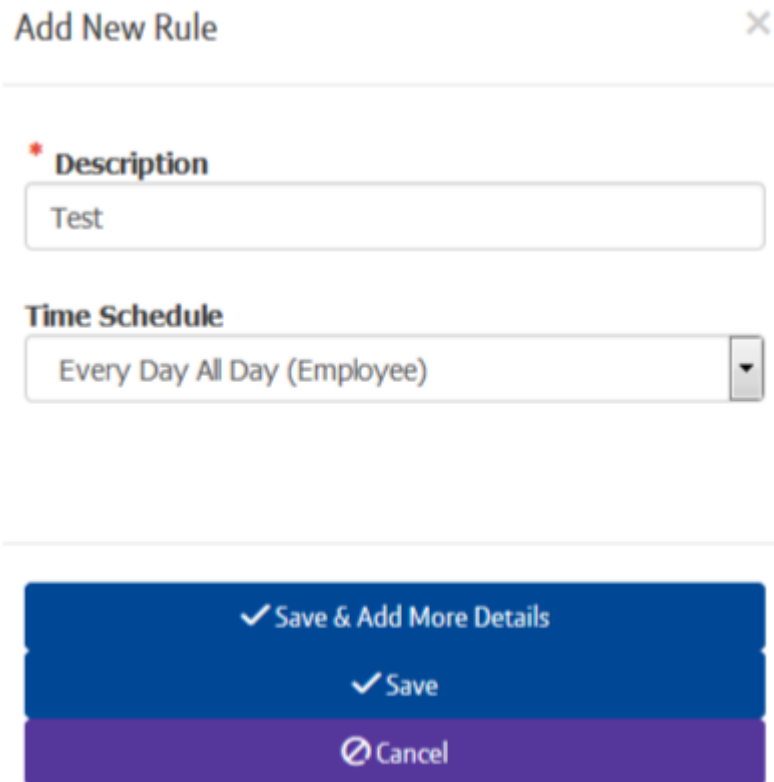


1 Rule found. Displaying all Rules

<input type="checkbox"/>	Status	Description	Time Schedule
<input type="checkbox"/>	On	Example	Every Day All Da



-
- To add a new rule click '**Add**'
 - To edit a rule, select it under the '**Description**' heading
 - To delete a rule select the right-hand tick box and click '**Delete**'
 - To delete all rules select the right-hand tick box in the header bar and click '**Delete**'
 - Click '**Add**'



Add New Rule ×

Description

Test

Time Schedule

Every Day All Day (Employee) ▼

✓ Save & Add More Details

✓ Save

⊗ Cancel

- Add a description of the rule
- Select a '**Time schedule**' from the dropdown menu (you can only use time schedules that your administrator has configured)
- Click '**Save & Add More Details**'

* Description

Time Schedule

Phone Numbers

Accept Calls From All Phone Numbers
 Only These Phone Numbers
 Private Numbers
 Unknown Numbers

Specific Numbers

Maximum Allowed 12

Add Phone Number

Phone Number
No Numbers Have Been Added Yet

14. To **add a phone number**, type the number into the box and click the **'+'** button

15. To delete a number, select the right-hand tick box and click **'Delete'**

16. To delete all numbers select the right-hand tick box in the header bar and click **'Delete'**

17. Click **'Save'**