



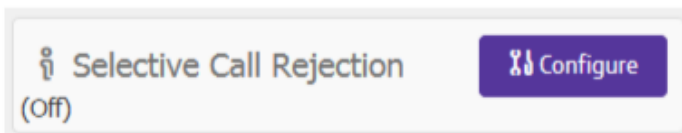
Cloud Voice – Selective Call Rejection

1 What is it?

Selective Call Rejection allows you to automatically reject calls that meet your pre-defined criteria such as particular phone numbers, the time of day, and so on. Anyone calling you will hear a message saying that you cannot be reached. You can have up to 12 numbers stored for it.

2 How do I set it up?

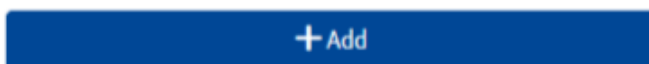
1. Login to the [Cloud Voice portal](#)
2. Select the '**Employees**' menu
3. Select '**Features**' from the menu on the left-hand side
4. Select '**Call Control**' and then '**Selective Call Rejection**'



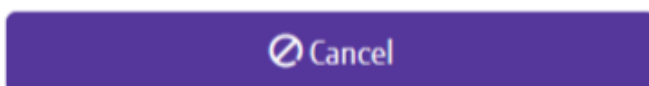
5. Select '**Configure**'

Selective Call Rejection

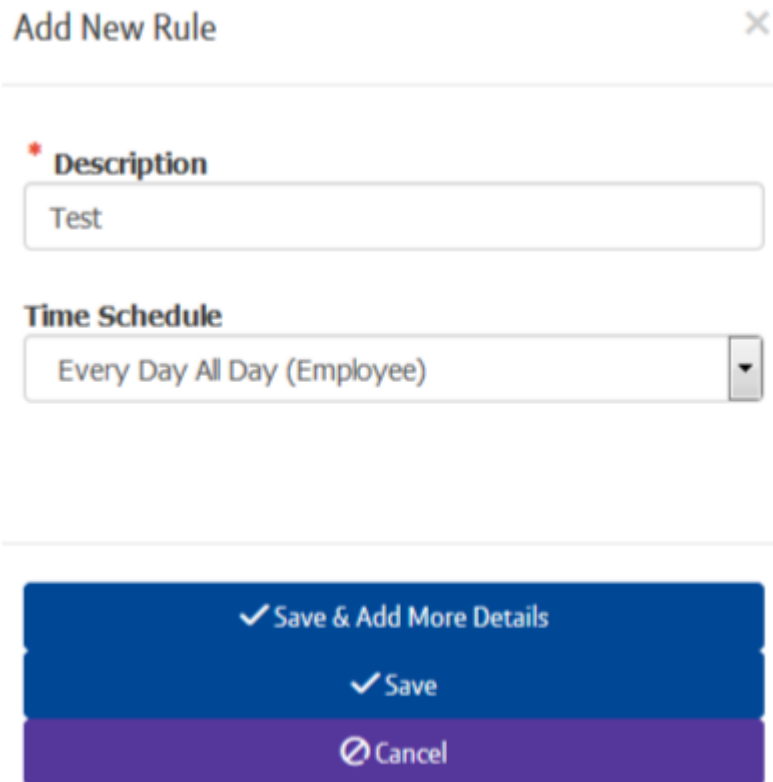
Rules



Status	Description	Time Schedule
No Rules Found		



-
- 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**

Test

Time Schedule

Every Day All Day (Employee)

Phone Numbers

Reject Calls From

All Phone Numbers

Only These Phone Numbers

Private Numbers

Unknown Numbers

Specific Numbers

Maximum Allowed

12

Add Phone Number

Telephone 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’**