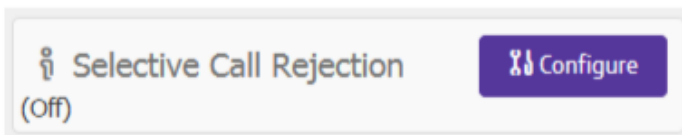# Cloud Voice – Selective Call Rejection

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.
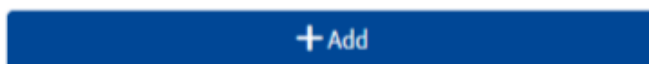
2   How do I set it up?

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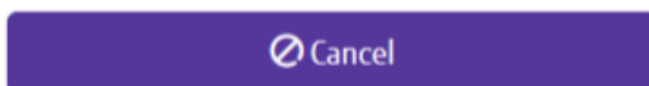4. Select '**Call Control**' and then '**Selective Call Rejection**'

5. Select '**Configure**'

6. To add a new rule click '**Add**'
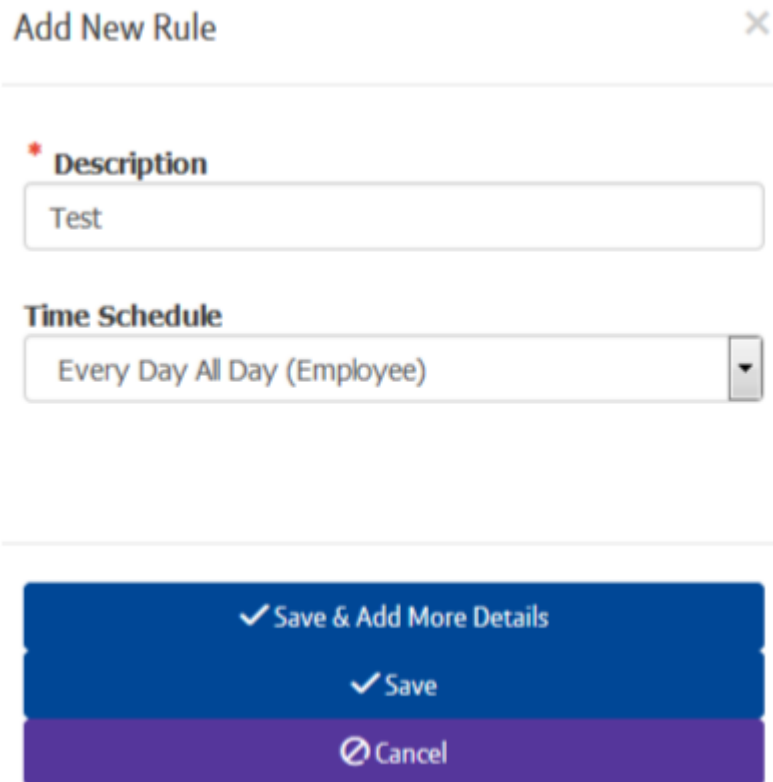
7. To edit a rule, select it under the **'Description'** heading

8. To delete a rule select the right-hand tick box and click '**Delete**'

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

10. Click '**Add'**

Add New Rule   ✕

* **Description**

| Test |

Time Schedule

| Every Day All Day (Employee)   ▾ |

✔ Save & Add More Details

✔ Save

⊘ Cancel

11. Add a description of the rule

12. Select a '**Time schedule**' from the dropdown menu (you can only use time schedules that your administrator has configured)

13. 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

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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**'