

# Call Notify

306 Mark Simcoe Mon, Feb 15, 2021 [Feature guides](#), [User Features](#) 418

## Call Notify

### Description

This service enables a User to define criteria and specify rules that cause certain incoming calls to trigger an email notification to a User-specified address.

### Function

If an incoming call meets the criteria set by one or more of these rules, an e-mail that specifies details relating to the incoming call are sent to a specific address.

This feature only applies to incoming calls. The criteria include:

- Selected time schedule, for example, “Every Day All Day”
- Whether the calling line ID is PRIVATE or UNAVAILABLE
- A list of up to 12 phone numbers or digit patterns (for example, 514\*)

The criteria can be combined within base rules (for example, incoming call from this number AND within business hours AND during work week). An unlimited number of base rules can be defined, but each rule can apply to a maximum of 12 telephone numbers.

An email notification is sent when at least one of the base rules is met.

### Configuration/Operation

The Call Notify criteria and base rules can be configured through the Business Portal by the User on their Features page.

Individual Time Schedules may need to be created by the User and this can be done in the Business Portal on their Features page, if the User has access to the Feature. Refer to the Time Schedule feature for instructions on how to configure the Time Schedule.

In the Business Portal:

In the Business Portal, navigate to:

- Employees (select Employee) > Features > Call Notify
- Enter the required email address in the ‘Send to this Email’ box

Employee Features / Call Notify

Call Notify

\* Send To This Email

Rules + Add

Status	Description	Time Schedule
No Rules Found		

Cancel Save

- Click ‘Save’ and navigate back to the Call Notify feature.
- Click ‘Add’

Employee Features / Call Notify

Call Notify

\* Send To This Email

Rules + Add

Status	Description	Time Schedule
No Rules Found		

Cancel Save

- Enter a name for the rule in the ‘Description’ box
- Select the required Time Schedule from those available in the dropdown box

Add New Rule ×

\* Description

Time Schedule

Cancel Save Save & Add More Details

- Click 'Save and Add More Details'

Edit Rule
✕

**\* 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	

⌵ Cancel

✔ Save

- Select the radio button to configure Call Notify to forward notification from:-
  - All phone numbers
  - Only these phone numbers
- If you select the "Only these phone numbers" option as part of your Call Notify rule, only specific phone numbers will forward If the incoming call does not match any of the criteria, normal call handling applies.
- In addition to the Time Schedule you have already selected, the possible criteria include:
- Private Numbers
  - If you select this check box, the criteria includes phone numbers whose calling line ID is Any phone number with a PRIVATE calling line ID is forwarded.
- Unknown Numbers
  - If you select this check box, the criteria includes phone numbers whose

calling line ID is Any phone number with an UNAVAILABLE calling line ID is forwarded.

- Specific Numbers
  - You can enter up to 12 individual phone numbers or digit patterns (for example, 514\*) for each Any phone number that you enter into the list is forwarded.
- To add a specific number and/or digit string to the rule enter it into the 'Add Phone Number' box and click '+'.

The screenshot shows the 'Edit Rule' dialog box with the following configuration:

- Description:** Sample Rule
- Time Schedule:** Every Day All Day (Employee)
- Phone Numbers Section:**
  - Accept Calls From:**  All Phone Numbers,  Only These Phone Numbers
  - Private Numbers
  - Unknown Numbers
- Specific Numbers Section:**
  - Maximum Allowed:** 12
  - Add Phone Number:** Telephone Number (with a green '+' button)
  - Table:** A table with a header 'Phone Number' and a message 'No Numbers Have Been Added Yet' below it.

At the bottom, there are 'Cancel' and 'Save' buttons.

- You can specify telephone numbers that match a specific pattern or that contain a specific digit string.
- Use the asterisk (\*) and question mark (?) characters as wildcards.
- Use an asterisk (\*) to replace digits at the end of any digit string. If you want to forward all calls that begin with the digit string 514, you can enter 514\* in the Add Phone Number field.
- Use a question mark (?) to replace any single digit at any place in a phone number

digit string. If you want to forward calls from the phone number 5551111 in several area codes, you can enter???5551111 in the Add Phone Number field.

- The numbers and/or digit strings will be displayed in the Phone Number list.

The screenshot shows a configuration window titled "Specific Numbers". At the top, it indicates "Maximum Allowed" is 12. Below this is an "Add Phone Number" section with a text input field containing "Telephone Number" and a green "+" button. A table below lists phone numbers with checkboxes:

<input type="checkbox"/>	Phone Number
<input type="checkbox"/>	0123456789
<input type="checkbox"/>	0234567890

At the bottom left of the table area is a red "Delete" button.

- Click Save to save and complete the
- To enable a Rule, toggle the switch next to the relevant Rule description to the 'On' position.

The screenshot shows a configuration window titled "Call Notify". It features a "Send To This Email" field with the value "someone@example.com". Below is a "Rules" section with a green "+ Add" button. A table lists rules:

<input type="checkbox"/>	Status	Description	Time Schedule
<input type="checkbox"/>	On	Sample Rule <a href="#">✎</a>	Every Day All Day (Employee)

At the bottom left is a red "Delete" button. At the bottom are two buttons: an orange "Cancel" button and a green "Save" button. The "On" status and the "Save" button are highlighted with red boxes.

- Click Save

Online URL: <https://kb2.ic.uk/article.php?id=306>