

# Selective Call Appearance

341 Mark Simcoe Mon, Feb 15, 2021 [Feature guides](#), [User Features](#) 1265

## Selective Call Appearance

### Description

Accept calls when pre-defined criteria, such as phone number, time of day or day of week, are met.

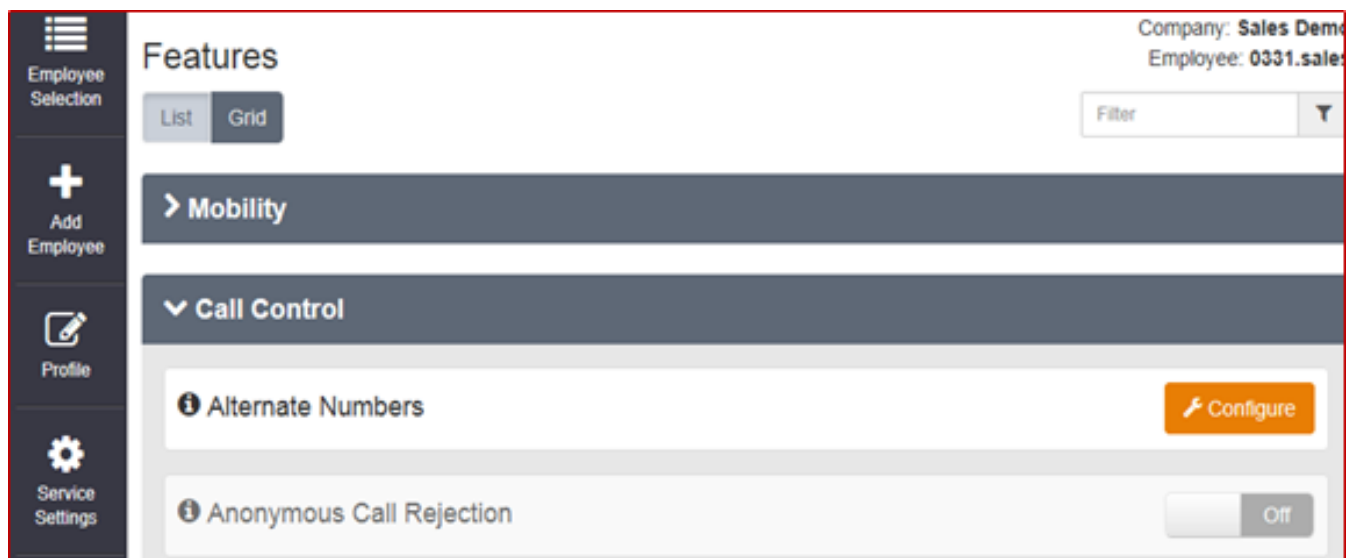
### Function

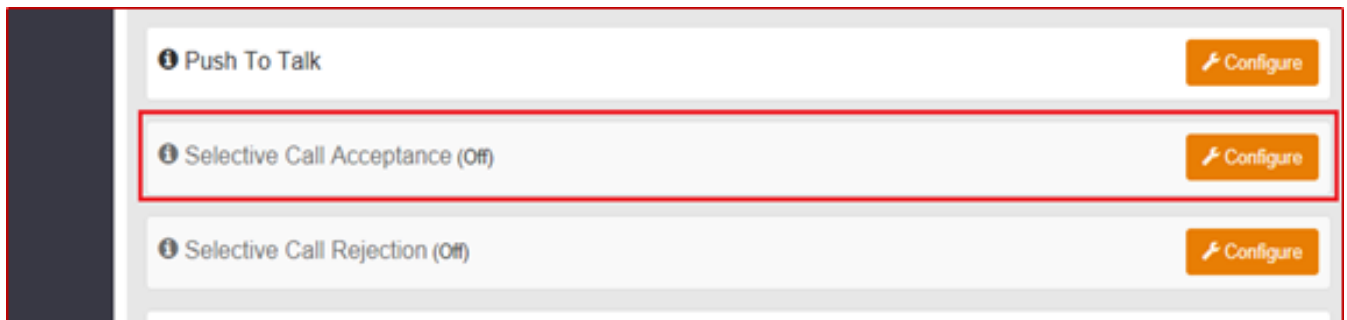
Selective Call Acceptance allows you to receive only calls that meet your pre-defined criteria. The criteria for each Selective Acceptance entry can be a list of up to 12 phone numbers or digit patterns, a specified time schedule, and a specified holiday schedule. All criteria for an entry must be true for you to receive the call.

### Configuration/Operation

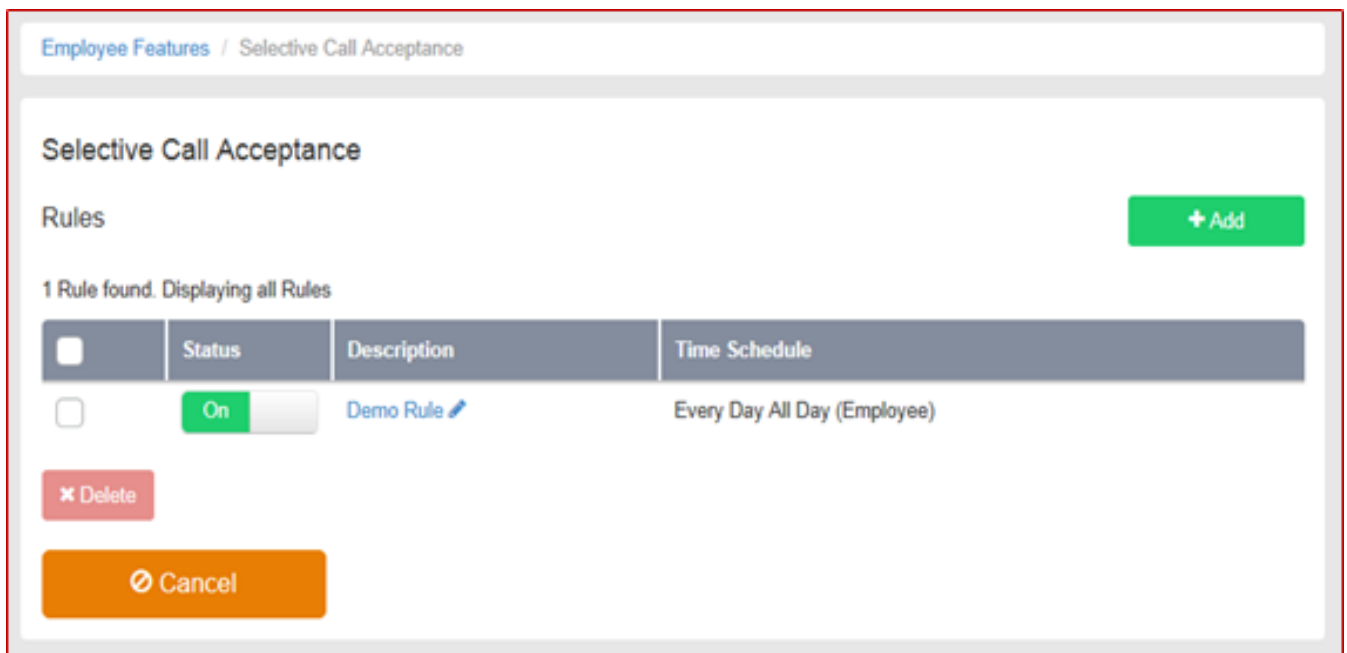
In The Business Port navigate to:

- Employees > Features > Call Control > Selective Call Acceptance





- Select 'Configure'



- To Add a New Rule Click 'Add'
- To edit an existing Rule select the Rule 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 Rule

Time Schedule

Every Day All Day (Employee)

Cancel

Save

Save & Add More Details

- Add a description of the rule.
- Select a Time schedule from the dropdown menu.
  - Note:- Time schedules need to be pre-configured (Please refer to the Site Features Guide for more details)
- Click 'Save & Add More Details'

Edit Rule

\* Description

Test Rule

Time Schedule

Every Day All Day (Employee)

Phone Numbers

Accept Calls From

☐ All Phone Numbers

☒ Only These Phone Numbers

☐ Private Numbers

☐ Unknown Numbers

Specific Numbers

Maximum Allowed

12

Add Phone Number

02345678901

x

+

☐

Phone Number

☐

01234567890

Delete

Cancel

Save

- To add a phone number type the number into the box and click the '+' button

Add Phone Number
02345678901
x
+

- To delete a number select the right hand tick box and click delete
- To delete all numbers select the right hand tick box in the header bar and click delete.
- When you have completed the configuration Click 'Save'

Online URL: <https://kb2.ic.uk/article.php?id=341>