# Selective Call Appearance

341 Mark Simcoe Mon, Feb 15, 2021 Feature guides, User Features 1984

# Selective Call Appearance

## Description

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

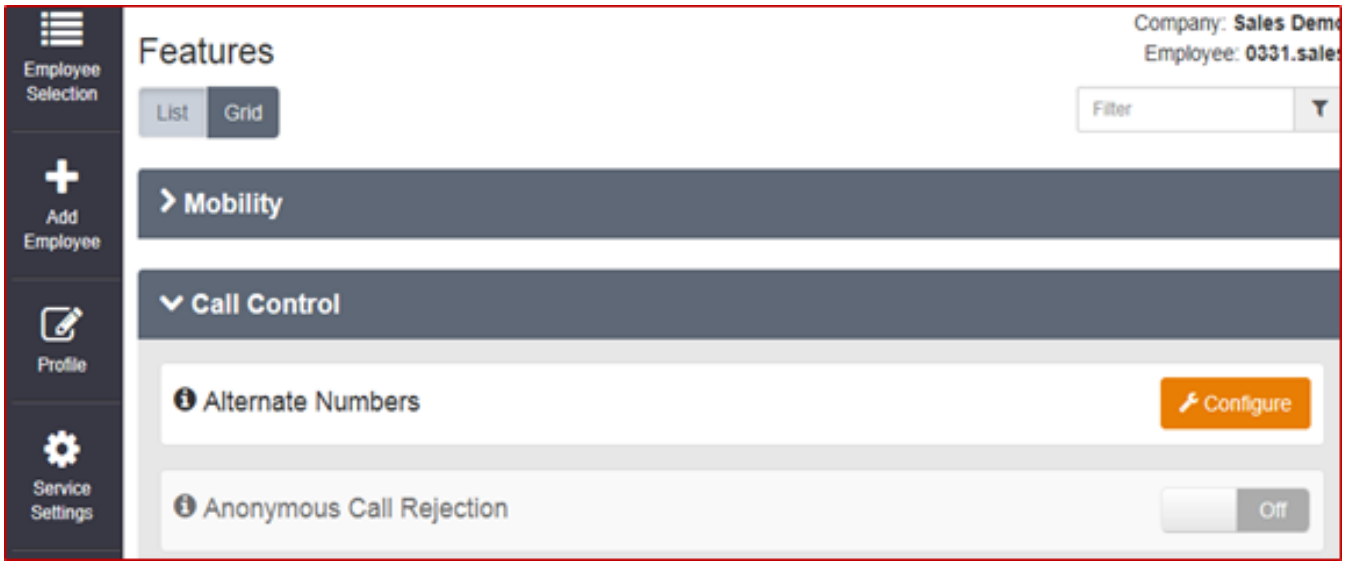
## Function

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

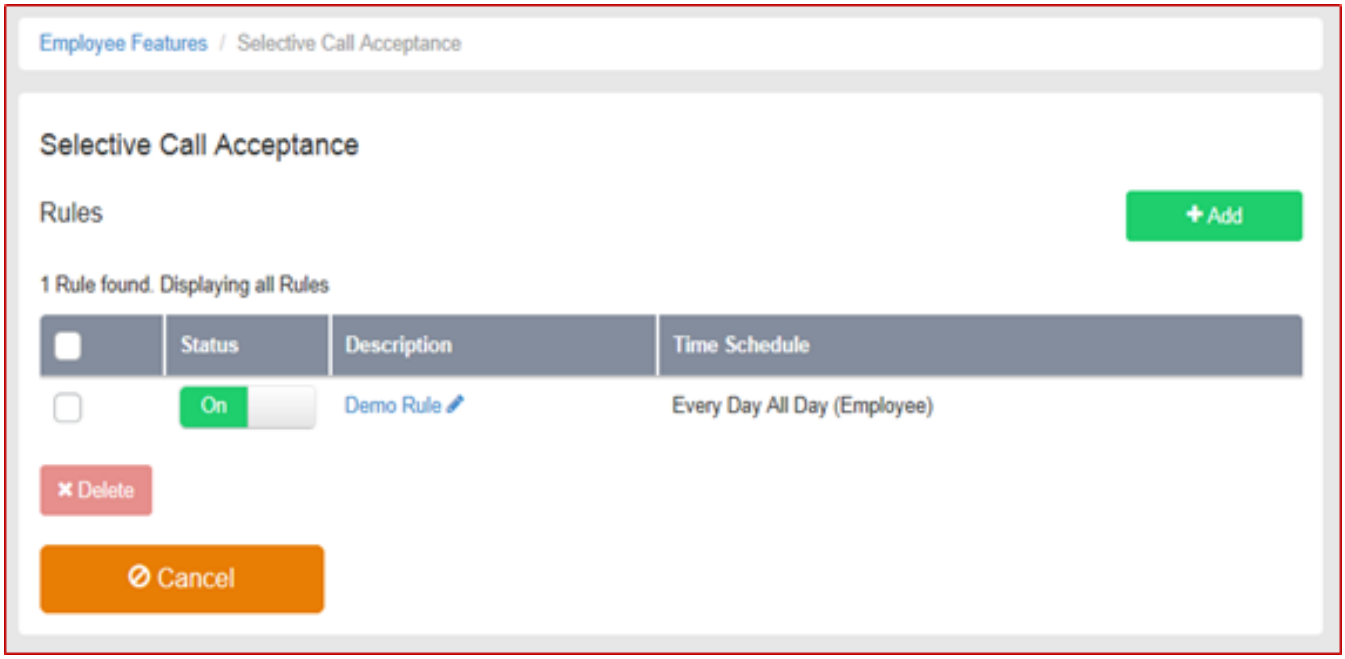
In The Business Port navigate to:

- Employees > Features > Call Control > Selective Call Acceptance

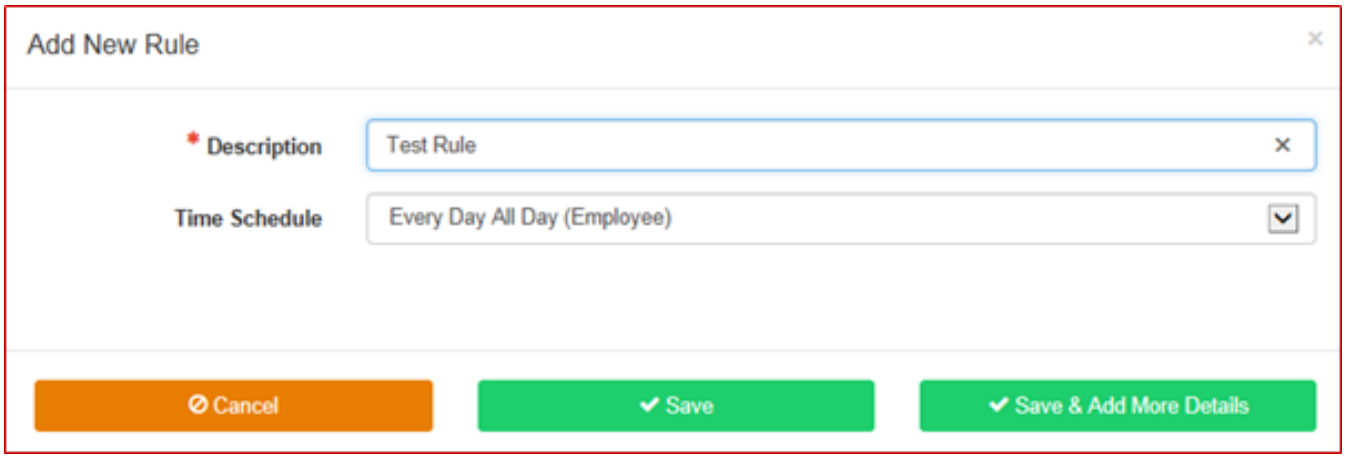




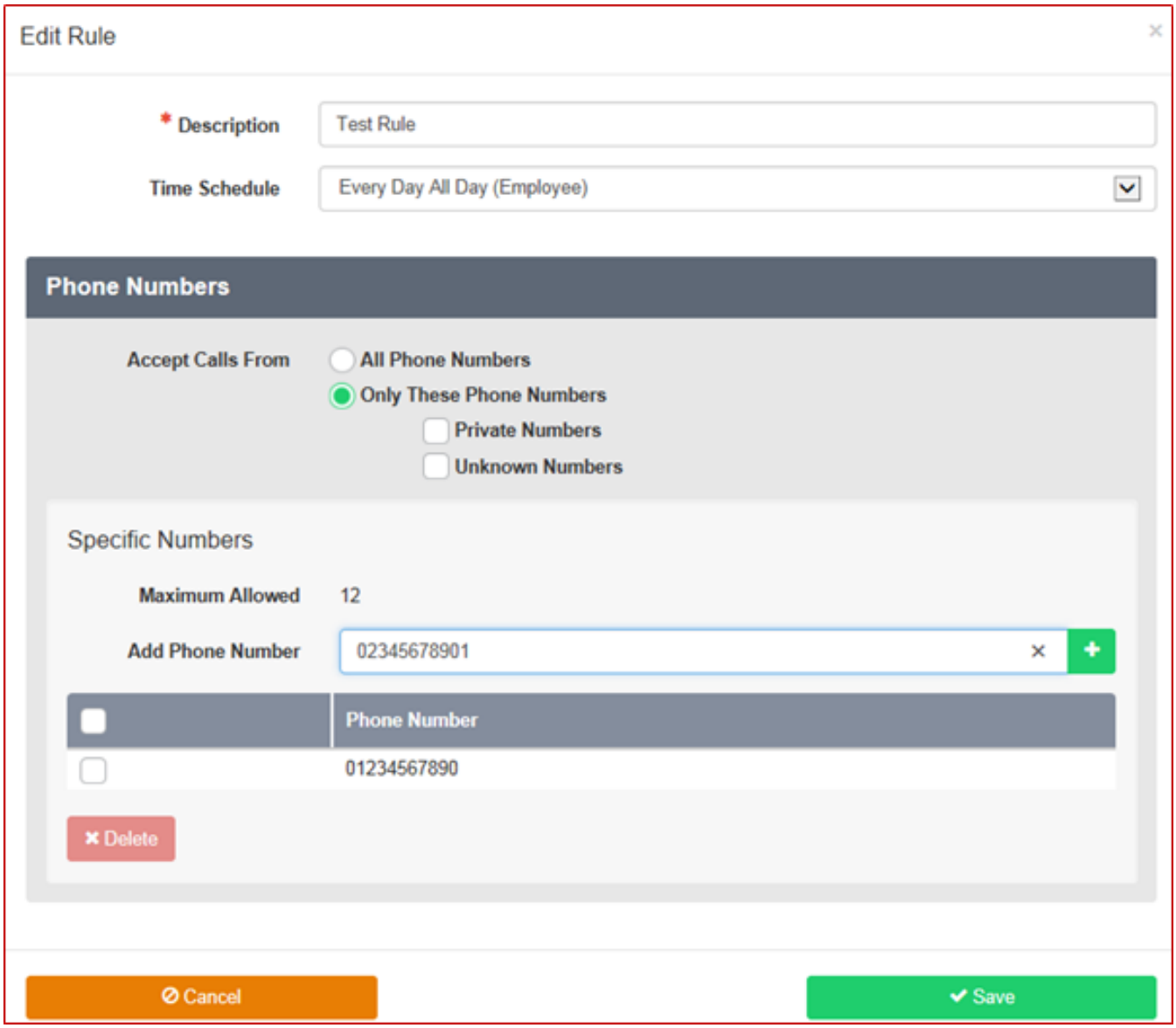

- Select ‘Configure’



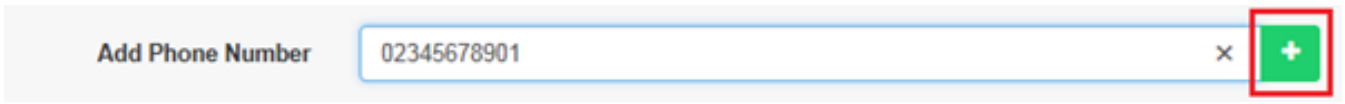

- To Add a New Rule Click ‘Add’
- To edit an existing Rule select the Rule under the ‘Description’ Heading.
- To Delete a rule select the right hand tick box and click ‘Delete’
- To Delete all rules select the right hand tick box in the header bar and click ‘Delete’
- Click ‘Add’




- Add 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’




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




- 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'

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