

## Feature Overview

Adding efficiency through the introduction of Auto Attendants to automatically route calls or the use of the Monitoring feature to increase the visibility of a user's phone status are common benefits of the BroadCloud PBX service.

However, not everyone needs or wants to be included in these options. Some executives may not want others to be able to monitor their phone status and some businesses may want the Dial by Name Directory to only route to select users. The Privacy feature allows you to realize the overall benefits of the solution, while maintaining select exclusions as needed.

## Feature Prerequisites

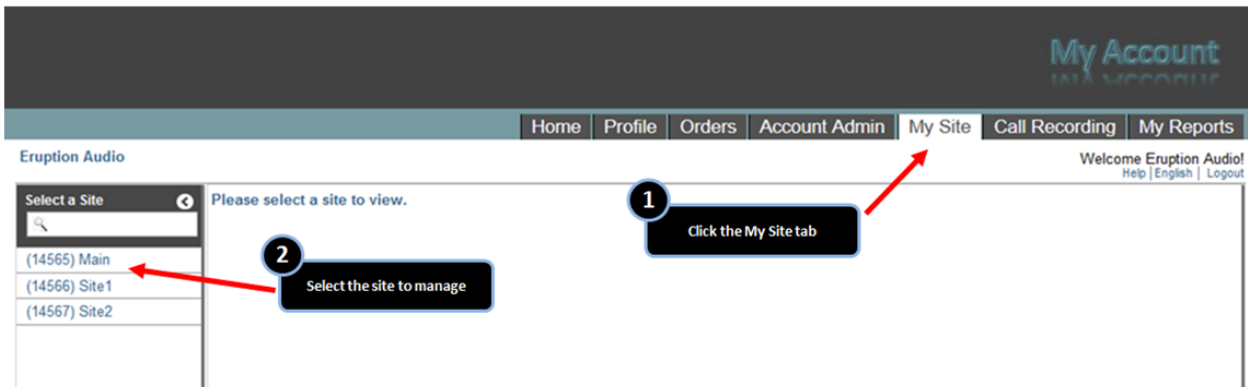
Before the privacy service can be used the following conditions must be met:

- All phone numbers need to be assigned to a station, device and user
- The Privacy feature is available only on Executive, Hosted Square Key, and Hosted PRI - User stations

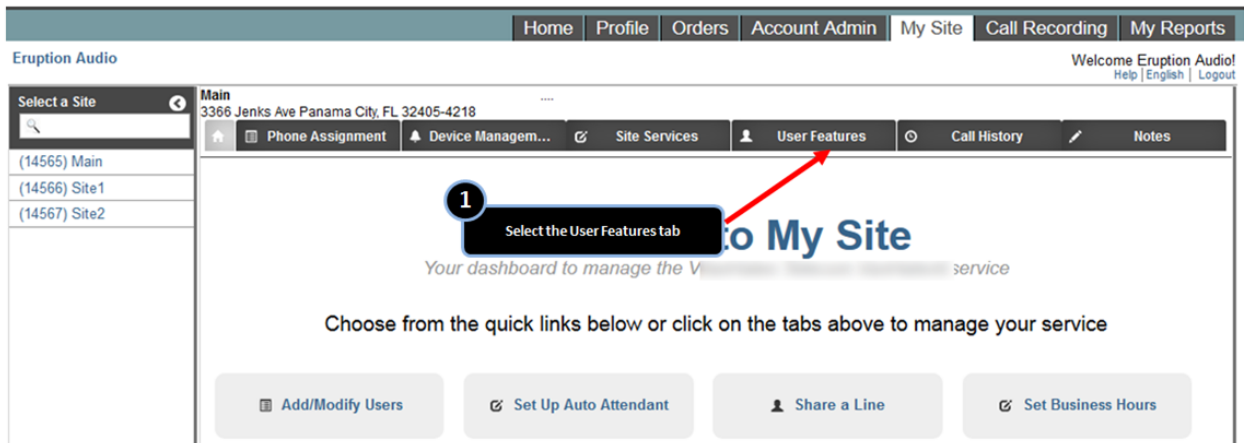
## Feature Setup

To use this service, log into My Account, then simply follow the steps detailed below.

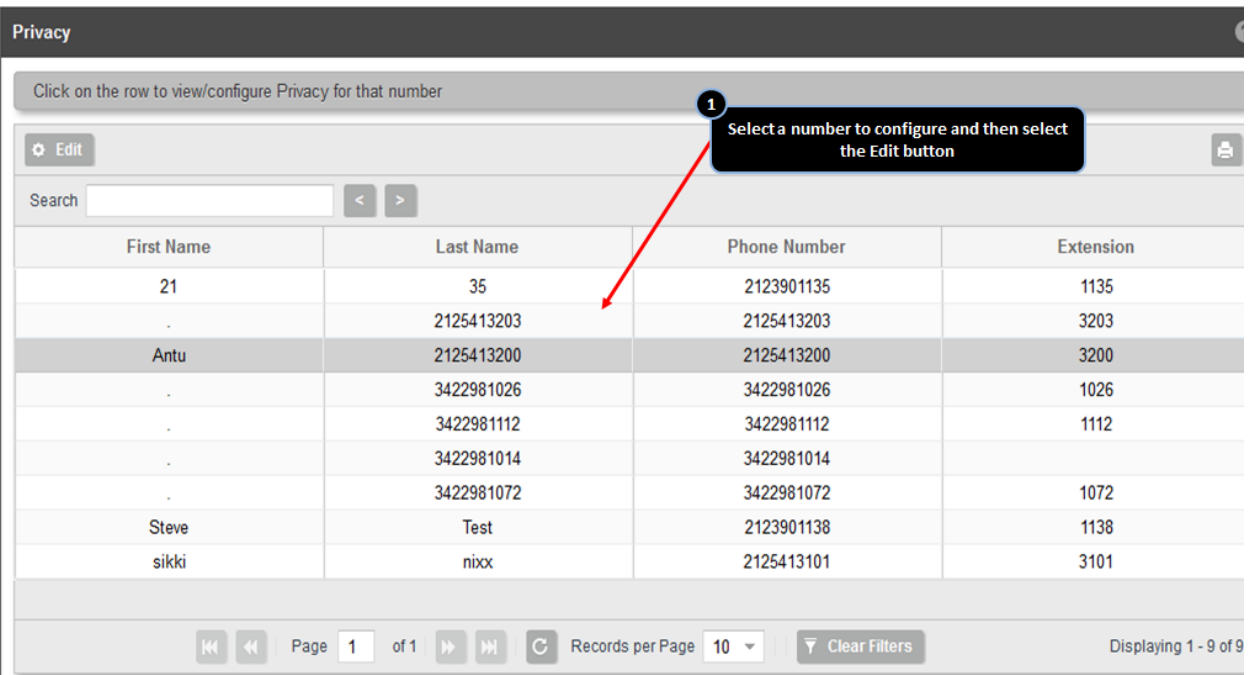
### Step 1. Go to My Site and Select a Site



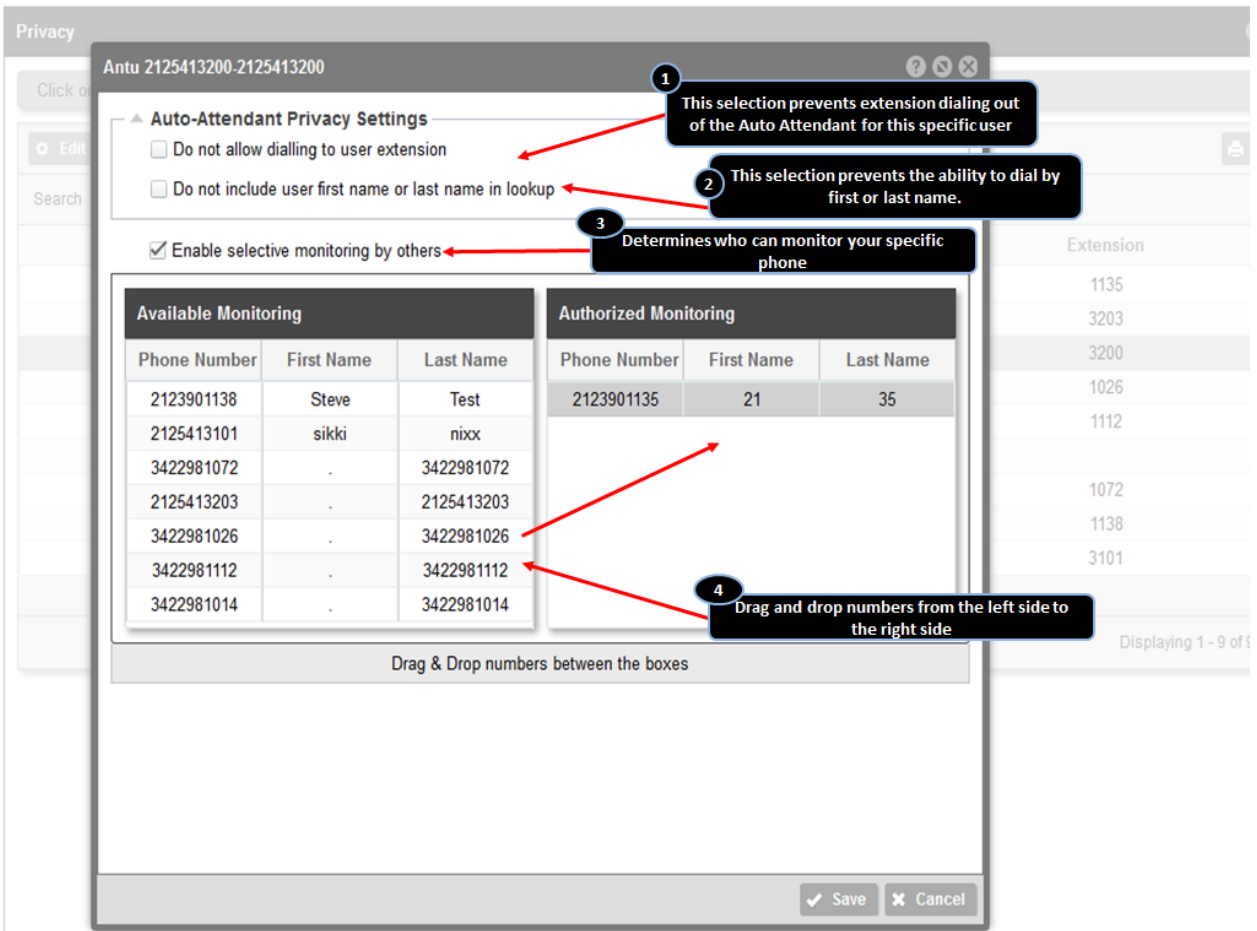
## Step 2. Select User Features and then the Sharing tab



## Step 3. Select the Privacy option



**Step 4. Configure your Auto-Attendant Privacy settings for that user**



**Select Auto-Attendant Privacy Settings.**

- a. If “Do not allow dialling to user extension” is selected, callers that reach an auto attendant will not be able to dial by extension to that user.
- b. If “Do not include user first name or last name in look up” is selected, callers that reach an auto attendant will not be able to dial that user by first or last name.

**Assign users that will be able to monitor your phone**