

Feature Overview

You are busy enough managing customers, employees, meeting, etc. Fielding random solicitation calls from unknown callers is not what you need. These calls are a disruptive and anti-productive. The Reject Unidentified Caller feature enables business and individuals to reject all calls that have an unidentified caller id.

Feature Prerequisites

Before the Unidentified Caller feature can be used the following conditions must be met:

- At least one inbound number must be available to be assigned to a station (Premium, Standard, Hosted Square Key, or Hosted PRI - User)

Feature Setup

Step 1. Log in to My Phone

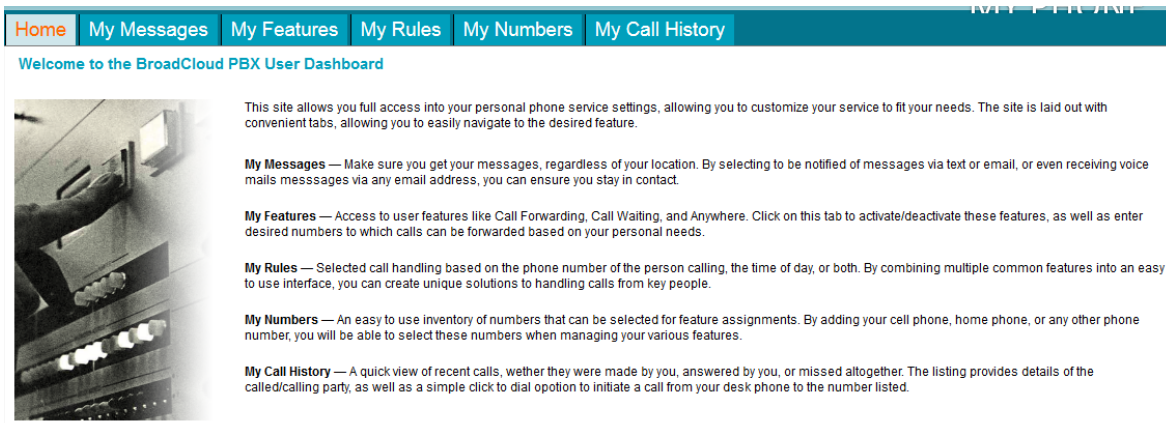
User Id:

Password:

Remember me

[Forgot Your User Id?](#) [Forgot Your Password?](#)

Step 2. Go to the My Features tab



The screenshot shows a navigation bar with tabs: Home, My Messages, My Features (selected), My Rules, My Numbers, and My Call History. Below the navigation bar is a welcome message: "Welcome to the BroadCloud PBX User Dashboard". To the left is a vertical image of a hand interacting with a phone interface. To the right of the image are five feature descriptions:

- This site** allows you full access into your personal phone service settings, allowing you to customize your service to fit your needs. The site is laid out with convenient tabs, allowing you to easily navigate to the desired feature.
- My Messages** — Make sure you get your messages, regardless of your location. By selecting to be notified of messages via text or email, or even receiving voice mails messages via any email address, you can ensure you stay in contact.
- My Features** — Access to user features like Call Forwarding, Call Waiting, and Anywhere. Click on this tab to activate/deactivate these features, as well as enter desired numbers to which calls can be forwarded based on your personal needs.
- My Rules** — Selected call handling based on the phone number of the person calling, the time of day, or both. By combining multiple common features into an easy to use interface, you can create unique solutions to handling calls from key people.
- My Numbers** — An easy to use inventory of numbers that can be selected for feature assignments. By adding your cell phone, home phone, or any other phone number, you will be able to select these numbers when managing your various features.
- My Call History** — A quick view of recent calls, whether they were made by you, answered by you, or missed altogether. The listing provides details of the called/calling party, as well as a simple click to dial option to initiate a call from your desk phone to the number listed.

Step 3. Go to the Reject Unidentified Callers feature pane

