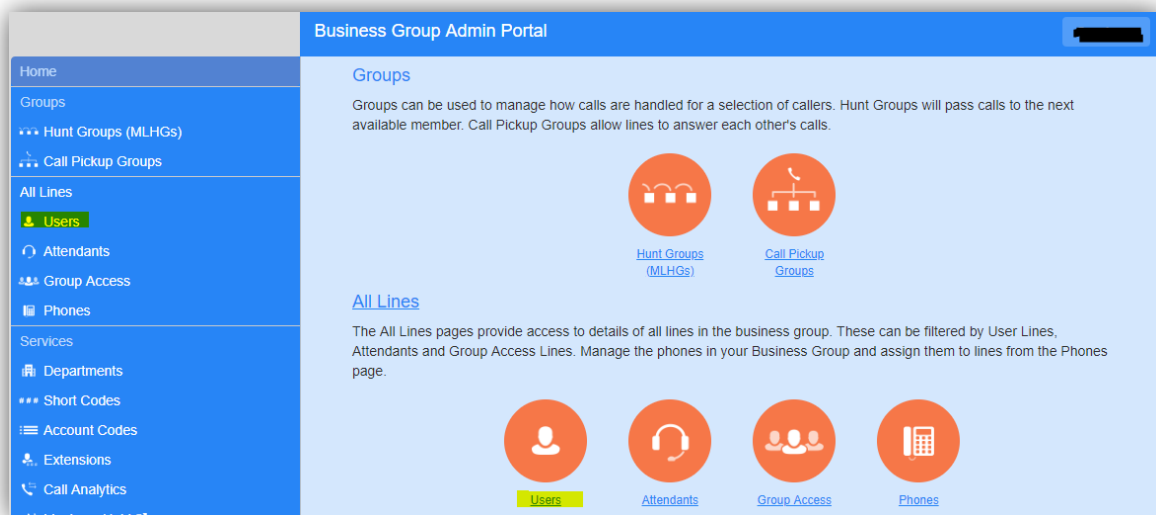


# Blocking Unwanted Inbound Telephone Numbers

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## Accessing the System

- From your computer browser navigate to <https://ctiuccloud.uccommportal.com/bg/>
- At CommPortal Web window enter your Admin Direct Phone Number with no dashes or spaces (example: 2484561234)
- Enter your password – (Password is case sensitive)
- Select “Log in”
- You have opened your Admin Portal as shown below



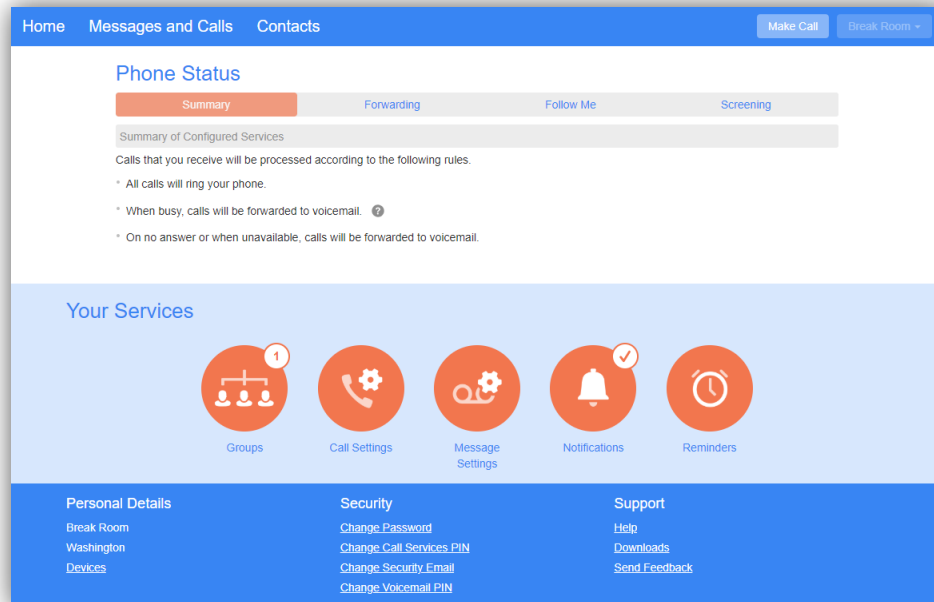
- Select Users
- Click the actions arrow next to the user you wish to edit
- Click View individual settings
- Click on “Go To Call Manger” or “Open in new window”

*Note: There are two different approaches to adding a phone to the rejection /Robo-call blocking list dependent upon services associated with the phone line.*

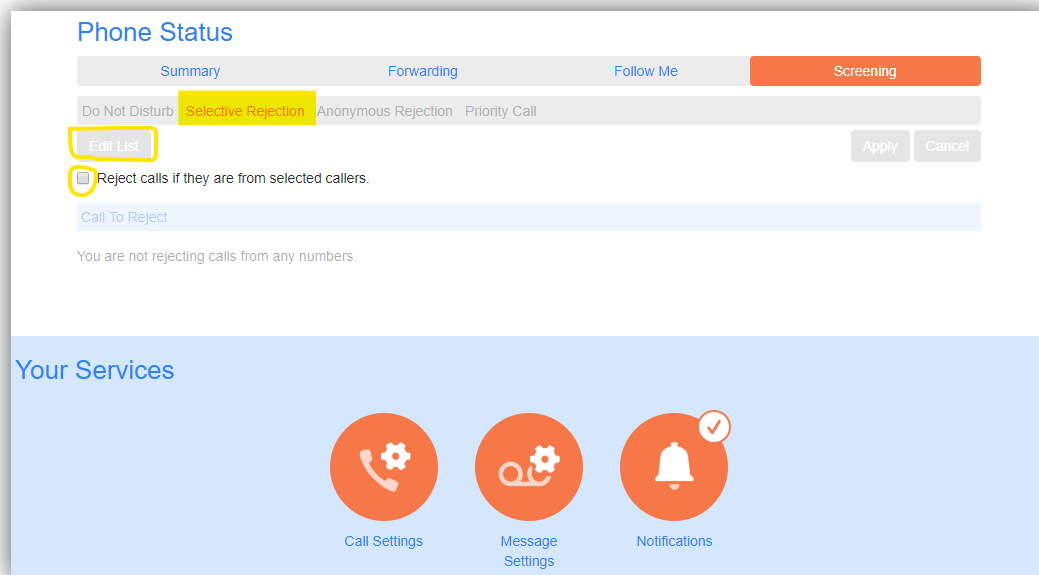
*Follow the necessary steps depending on what your screen looks like upon logging in.*

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### Method 1

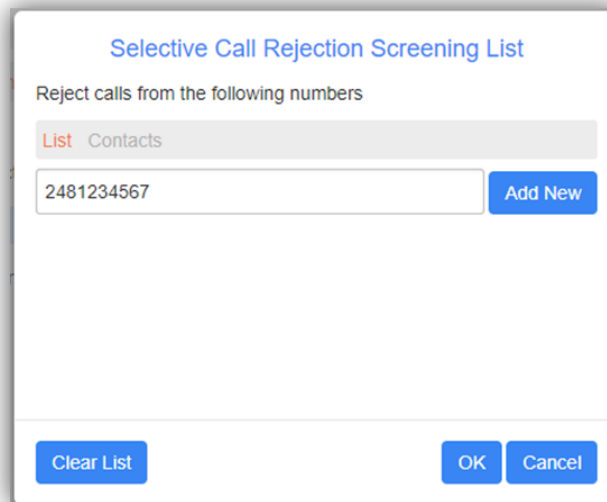


1. Select the “Screening” tab under Phone Status at the far right
2. Click “Selective Rejection” between “Do not disturb” and “Anonymous rejection”



3. Check the box “Reject calls if they are from selected callers”
  4. Click “Edit List”
-

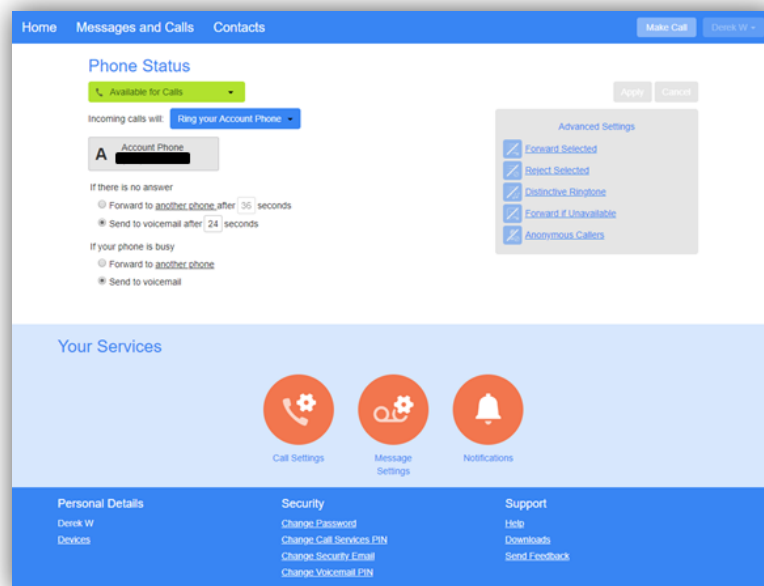
5. In the Pop-up box type in the number you wish to reject with no dashes or spaces (example: 2484561234)



A pop-up window titled "Selective Call Rejection Screening List". It contains the instruction "Reject calls from the following numbers". Below this is a tabbed interface with "List" selected and "Contacts" as an alternative. A text input field contains the number "2481234567". To the right of the input field is a blue "Add New" button. At the bottom of the window are three buttons: "Clear List" on the left, and "OK" and "Cancel" on the right.

6. Click "Add new" once the number is typed out
7. Click "OK"
8. Click "Apply"

## **Method 2**



1. Under the "Advance settings" on the right of your screen click "Reject Selected"
  2. Click "rejection list" just below it
-

Home Messages and Calls Contacts [Make Call](#) [Derek W](#)

### Phone Status

[Available for Calls](#) [Apply](#) [Cancel](#)

Incoming calls will: [Ring your Account Phone](#)

**A** Account Phone [redacted]

If there is no answer

- ☐ Forward to [another phone](#) after  seconds
- ☒ Send to voicemail after  seconds

If your phone is busy

- ☐ Forward to [another phone](#)
- ☒ Send to voicemail

Advanced Settings

- ☒ [Forward Selected](#)
- ☒ [Reject Selected](#)

Callers from the [rejection list](#) will be rejected without going to voicemail

- ☒ [Distinctive Ringtone](#)
- ☒ [Forward if Unavailable](#)
- ☒ [Anonymous Callers](#)

### Your Services

Call Settings
 Message Settings
 Notifications

**Personal Details**

[Derek W](#)

[Devices](#)

**Security**

[Change Password](#)

[Change Call Services PIN](#)

[Change Security Email](#)

[Change Voicemail PIN](#)

**Support**

[Help](#)

[Downloads](#)

[Send Feedback](#)

3. Type in the number you wish to reject with no dashes or spaces (example: 2484561234)

### Selective Call Rejection Screening List

Reject calls from the following numbers

[List](#) [Contacts](#)

[Add New](#)

[Clear List](#) [OK](#) [Cancel](#)

4. Click "Add new" once the number is typed out
5. Click "OK"
6. Click "Apply"