

# Inbound Calls

## Call Screening

### Call Screening Options

We all like a little control over who we take calls from right? We're used to this on our mobile phones, and call screening is available for you to set up just the way you want in our Cloud PBX.

### Quick Guide

1. Log into <https://portal.herotel.uk> > Voice and select number you wish to set up Screening options.
2. Select **Incoming Calls > Call Screening**.
3. Select your **time schedule**.
4. Click **Save settings** to update.

Choose whether to screen all or just anonymous incoming calls

Select your call screening preference:

- ✓ Do not screen any calls
- Screen calls from Anonymous callers
- Screen calls from All callers

Select the time schedule associated with call screening:

# Inbound Calls

Select the time schedule associated with call screening:

- ✓ At all times
- During Work Hours
- Outside of Work Hours
- During Available Hours
- Outside Available Hours
- During User Defined Hours
- Outside User Defined Hours

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