

YOUR COMPANY LOGO AND PHONE NUMBER

## CALL SCREENING USER GUIDE - PHONE ADMINISTRATION



The Call Screening service intercepts telemarketers, unknown callers and callers who have their number blocked from displaying on Caller ID.

From your home telephone, dial xxx-xxxx or \*95 [verify that this is your company's \* code] and follow the voice prompt to access Screening Control by pressing 2, where you will have the following options:

- Press 0 To *Block* the last caller
- Press 1 To *Add* a number to your *Blocked List*
- Press 2 To *Remove* a number from your *Blocked List*
- Press 3 To *Remove All* numbers from your *Blocked List*
- Press 4 To *Add* a number to your *Allowed List*
- Press 6 To turn the Entire service *On*.
- Press 7 To turn the Entire service *Off*
- Press 8 To *Block* Private Callers
- Press 9 To *Allow* Private Callers
- Press \* To Repeat menu options

If you wish to add the last caller's number to your Blocked list, simply hang up and dial \*96 [verify that this is your company's \* code].

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