Blocking Unwanted Inbound Telephone Numbers

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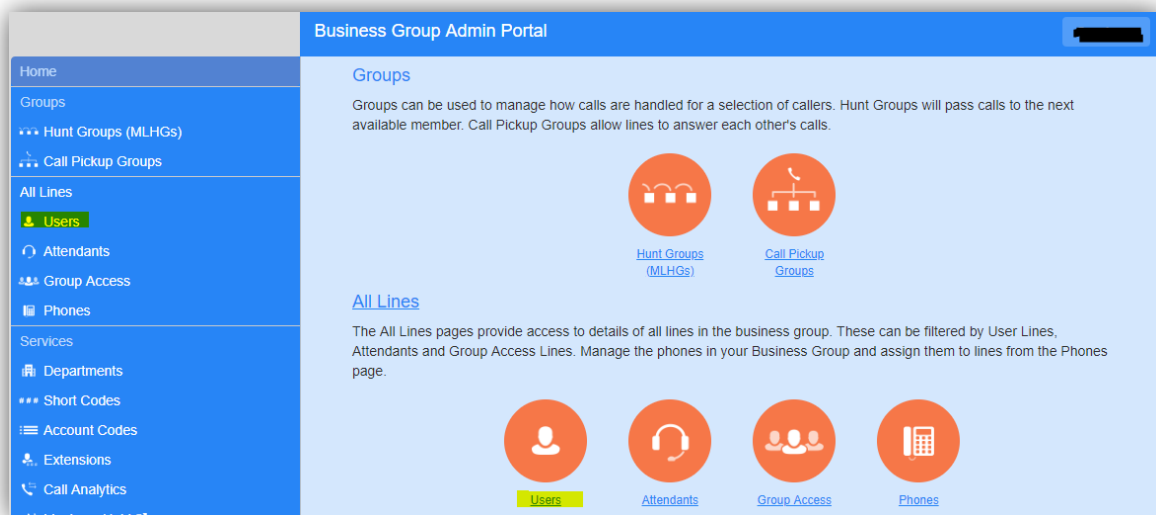
- Select Users
- Click the actions arrow next to the user you wish to edit
- Click View individual settings
- Click on "Go To Call Manger" or "Open in new window"

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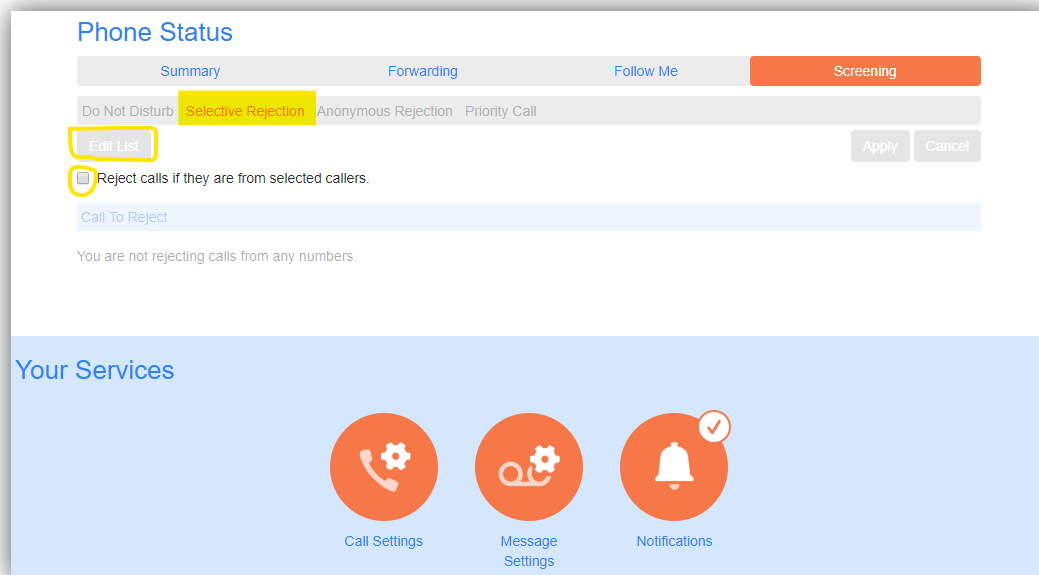
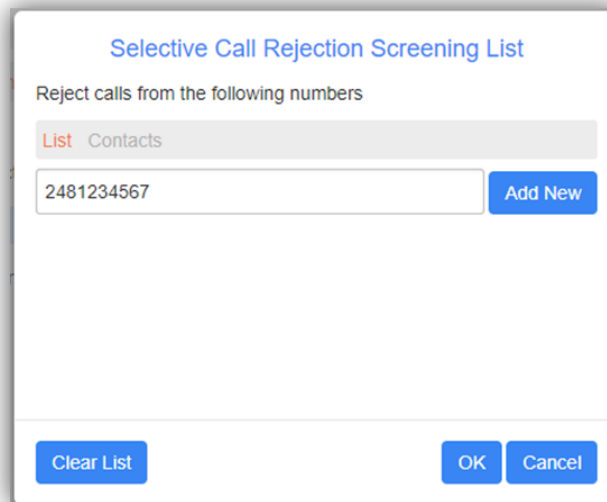*Follow the necessary steps depending on what your screen looks like upon logging in.*

Navigate

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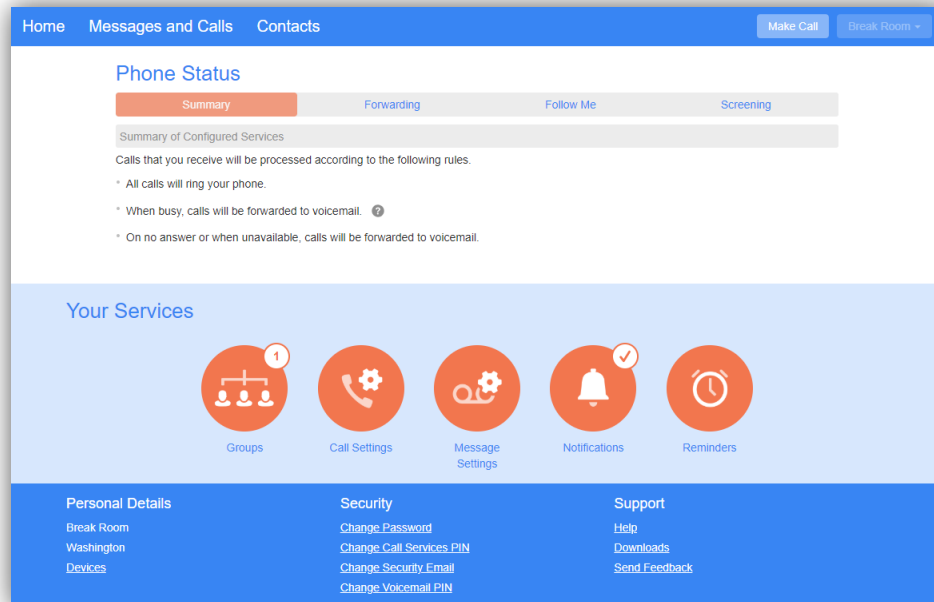
1. Select the "Screening" tab under Phone Status at the far right
2. Click "Selective Rejection" between "Do not disturb" and "Anonymous rejection"

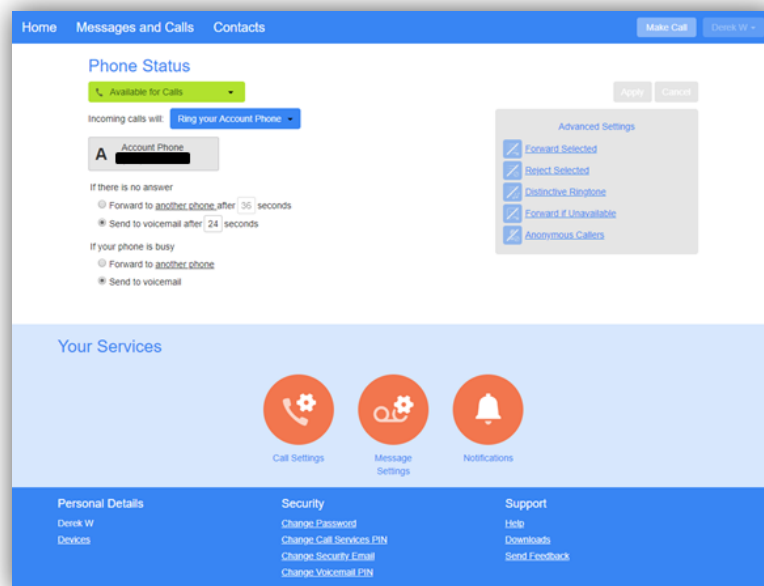3. Check the box "Reject calls if they are from selected callers"
4. Click "Edit List"

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

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

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

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