

#### Feature Description

**Call Notify** allows you to specify conditions for incoming calls that trigger email notification. It is available with the VoiceManager Office and Anywhere packages, and IP Centrex service.

#### Solution

Stay connected anywhere you have email access! Call Notify generates an email notification to your inbox when specified calls are received.

#### Setup

#### Add Call Notify Rule

**Call Notify Rules**

Send All Notification Emails to:

Listing 1 Call Notify Rules

On	Description	Calls From	Action	Manage
<input checked="" type="checkbox"/>	VP Marketing	Any Phone Number	Send Notification	<a href="#">Edit</a> <a href="#">Delete</a>

[Add Call Notify Rule](#)

[Cancel](#) [Save](#)

**Call Notify Rule**

\* Description:

When Receiving Calls From:

Any Private Number

Any Unavailable Number

[Add Another Number](#)

Action:  Send Notification  Do Not Send Notification

During Regular Schedule:  [Add a Regular Schedule](#)

During Holiday Schedule:  [Add a Holiday Schedule](#)

[Cancel](#) [Save and Return](#)

1. Log in to **VoiceManager MyAccount**.
2. Click the **VoiceManager Tools** menu in the left navigation bar.
3. Click the **Call Settings** tab.
4. Under the **Call Forwarding** section, click the **Call Notify** link.
5. Enter a valid email address in the **Send All Notification Emails to** field.
6. Click the **Add Call Notify Rule** link.
7. Enter a name for the rule in the **Description** field.
8. Click the **When Receiving Calls From** drop down menu.
9. Click the phone number type to which the rule applies. The options are **Any Phone Number** or **Specific Phone Numbers**.
10. Click the checkbox for **Specific Phone Numbers**.
11. Click the type of phone number – **Any Private Number** or **Any Unavailable Number** and enter that number. You may add more numbers when you click the **Add Another Number** link and repeat up to 12 times.
12. Click the **Send Notification** radio button to activate an email alert or select **Do Not**

**Send Notification** to deactivate this feature.

13. Click the **During Regular Schedule** and **During Holiday Schedule** drop down menus and select the option to define when the rule applies.

14. Click the **Add a Regular Schedule** or **Add a Holiday Schedule** link to create a new rule.

*Create separate **Call Notify Rules** if both a **Regular** and a **Holiday Schedule** are desired.*

*See **Add a Schedule Setup** for detailed instructions.*

15. Click the **Save and Return** button.

#### Edit/Delete Call Notify Rule

##### Call Notify Rules

Send All Notification Emails to:  ?

Listing 1 Call Notify Rules

On	Description	Calls From	Action	Manage
<input checked="" type="checkbox"/>	VP Marketing	Any Phone Number	Send Notification	<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Add Call Notify Rule</a>				
				<a href="#">Cancel</a> <a href="#">Save</a>

1. Repeat steps #1-4 of **Add Call Notify Rule**.

2. To modify an existing rule, click the **Edit** link next to the rule.

3. Modify any values in the rule and click the **Save** button.

4. To remove a rule, check the box to the left of the rule and click the **Delete** link.

5. Click the **Save** button.