

Allowing and Blocking Calls

Scope:

The following steps will allow you to Allow and Block Calls from the Web Portal.

Requirements:

- Office manager level access to manager portal.

Allow/Block Numbers

1. From the top navigation menu click on **Users**.



2. Select the **Ring Group** or **User** that is receiving the unwanted calls.
3. Click on Answering Rules.

Users / Main Ring Group (4000)

[Profile](#)

[Answering Rules](#)

[Voicemail](#)

[Phones](#)

4. On the Right Click on **Allow/Block** .

Allow / Block [Close]

ALLOWED NUMBERS

Enter a number [+]

BLOCKED NUMBERS

Enter a number [+]

Block anonymous or unknown

Done

5. To **Allow** you will enter the number on the **Allowed Numbers** .

6. To **Block** , you will enter the number on the **Blocked Numbers**.

7. Once done adding numbers click **Done**.