

Delete a Phone Number

Scope:

The following steps will allow you to remove one or more phone numbers (aka DIDs) from a customer account.

Requirements:

- PBX Portal access
- List of numbers to remove
- Written authorization from customer (ticket or email)

Warning:

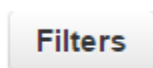
This action cannot be undone.

Delete Numbers from Inventory

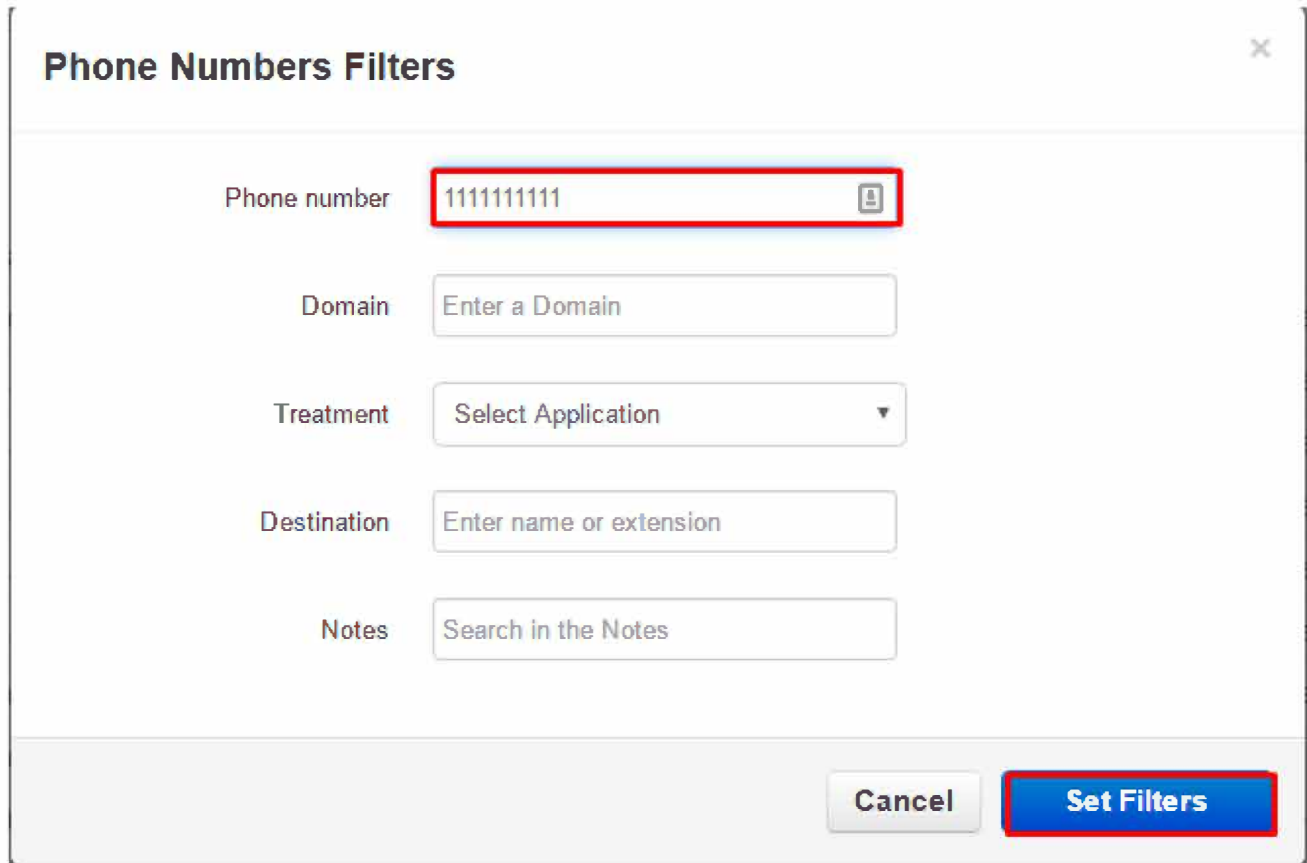
1. Using any web browser log into your PBX Portal.
2. Click on **Manage Domains** at the top.
3. Click on **Inventory**.



4. Click on the **Filters** button.



5. Enter the number you wish to remove under **the Phone number** and click on **Set Filters**.



The image shows a dialog box titled "Phone Numbers Filters" with a close button (X) in the top right corner. It contains several input fields: "Phone number" with the value "1111111111" and a small icon to its right; "Domain" with the placeholder text "Enter a Domain"; "Treatment" with a dropdown menu showing "Select Application"; "Destination" with the placeholder text "Enter name or extension"; and "Notes" with the placeholder text "Search in the Notes". At the bottom right, there are two buttons: "Cancel" and "Set Filters", with the "Set Filters" button highlighted with a red border.

6. Click on the **Delete** button next to the DID you wish to remove.



7. IF YOU ARE CERTAIN YOU WISH TO DELETE THIS NUMBER, click on **Yes**.

