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

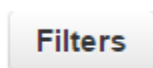- Written authorization from customer (ticket or email)

Warning:

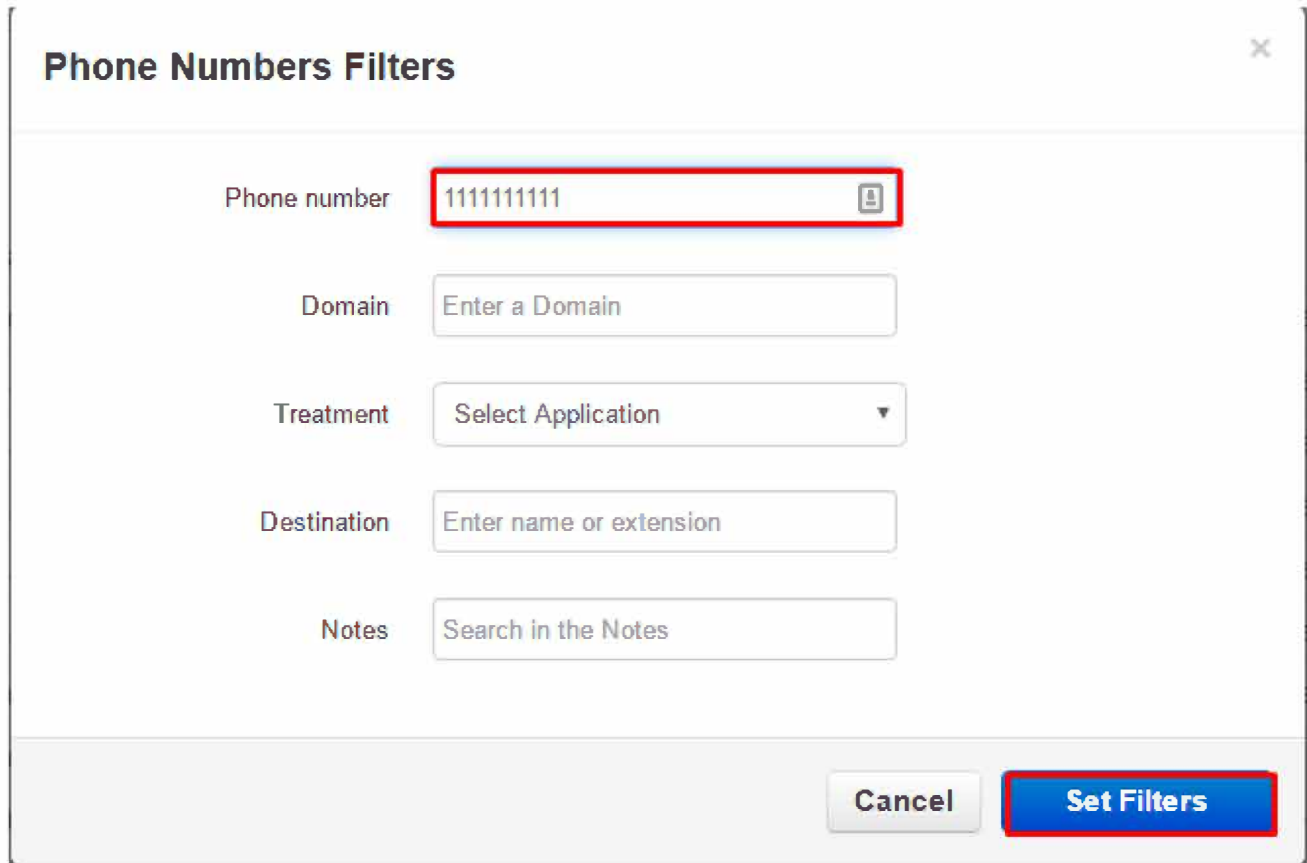**This action cannot be undone.**

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.**

Phone Numbers Filters   ✕

Phone number   1111111111   ▣

Domain   Enter a Domain

Treatment   Select Application   ▾

Destination   Enter name or extension

Notes   Search in the Notes

Cancel   **Set Filters**

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

Delete

⬡ ⊗

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

Delete "1 (844) 447-2824"?

✔ Yes   ⊗ No