

Hosted PBX by Golden West

Blocking a Caller

1. On the menu bar, click **Users**.
2. Click the name of the user that needs a block. To block a caller from the main number, look for the **Inbound Route** user.
3. Click the **Answering Rules** tab.
4. Click the **Allow/Block** button.
5. In the pop-up window, enter the caller's number under **BLOCKED NUMBERS**, and then click **+**.
6. Click **Done**.