

# Hosted PBX by Golden West

## Allowing or Blocking Callers

The Answering Rules page has an **Allow/Block** button that allows you to permit or block calls from certain numbers. Using this feature, you can block unwanted calls to your phone, as well as calls from anonymous and unwanted numbers. Allowed numbers bypass user Do Not Disturb and Call Screening rules to ring through immediately.

1. From the Answering Rules page, click **Allow/Block**.

The *Allow/Block* page appears. This page has two lists, one for allowed phone numbers (on the left) and another for blocked phone numbers (on the right).

2. To allow phone numbers, perform the following steps under **ALLOWED NUMBERS**:

- Click in the **Enter a Number** field.
- Enter the number you want to allow.
- Click the **+** button. The number appears in the **ALLOWED NUMBERS** list and a brief message tells you the allowed number was added.
- To add more numbers, repeat step 2.
- To remove a number, click the **x** button next to that number.

**Examples of allowed numbers**

3. To block phone numbers, perform the following steps under **BLOCKED NUMBERS**:

- Click in the **Enter a Number** field.
- Enter the number you want to block.
- Click the **+** button. The number appears in the **BLOCKED NUMBERS** list and a brief message tells you the blocked number was added.
- To add more numbers, repeat step 3.
- To remove a number, click the **x** button next to that number.

4. To block anonymous calls and calls from unknown numbers, check **Block Anonymous or Unknown**.

5. When you are finished, click **Done**.

**Examples of blocked numbers**