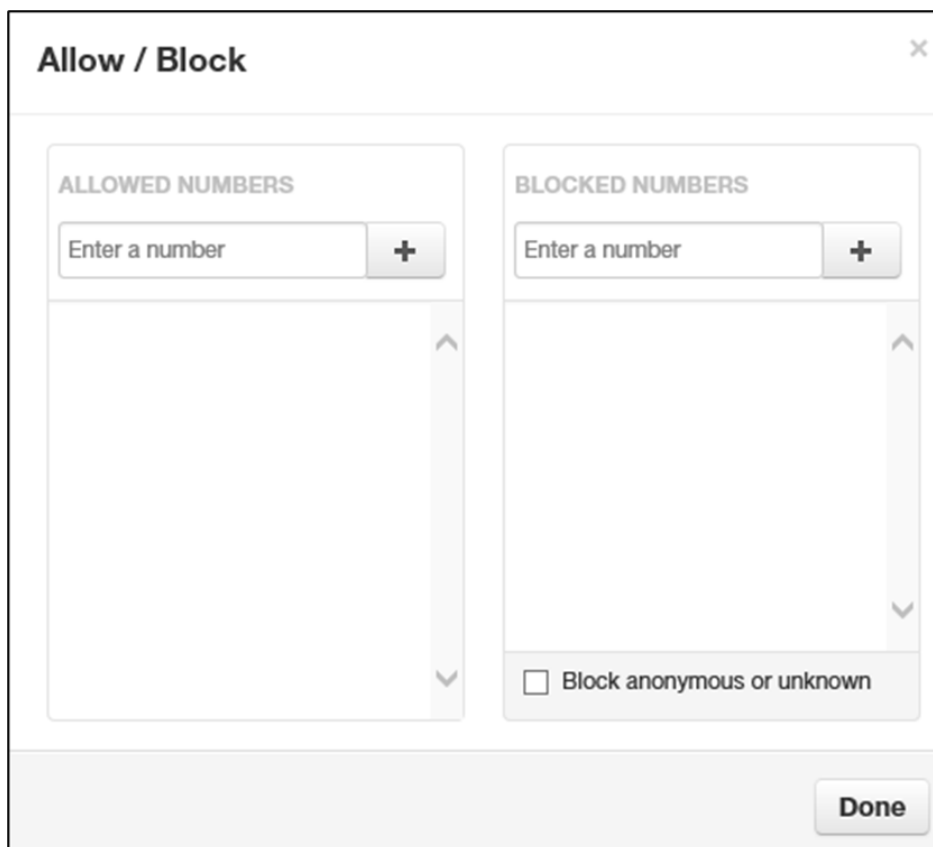


# Hosted PBX by Golden West

## Allowing or Blocking Calls

To allow or block calls for this user:

1. Click the **Allow/Block** button. The Allow/Block pop-up window appears.



The screenshot shows a pop-up window titled "Allow / Block". It contains two columns: "ALLOWED NUMBERS" and "BLOCKED NUMBERS". Each column has an input field with the placeholder text "Enter a number" and a plus sign button. Below the input fields are scrollable lists. At the bottom of the "BLOCKED NUMBERS" section, there is a checkbox labeled "Block anonymous or unknown". A "Done" button is located at the bottom right of the window.

2. Calls from allowed numbers bypass call screening and server side Do Not Disturb (not phone DND). To allow numbers for this user, enter a number in the **Enter a number** field under **ALLOWED NUMBERS**, and then click the plus sign next to this field. Repeat this step for each additional number you want to allow for this user.
3. Calls from blocked numbers receive a fast busy or number disconnected message. To block numbers for this user, enter a number in the **Enter a number** field under **BLOCKED NUMBERS**, and then click the plus sign next to this field. Repeat this step for each additional number you want to block for this user.
4. To block anonymous or unknown numbers, check **Block anonymous or unknown**.
5. Click **Done**.