

Block Numbers & Anonymous Calls

Description:

This article will show you how to do the following.

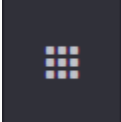
- Add/Create a blacklist to block numbers from calling you.
- Enable a Blacklist

Current Portal:

01. Create A Blacklist

Description: Create a blacklist to house all the numbers you would like to block. Once you create a blacklist you will need to enable that list on the account.

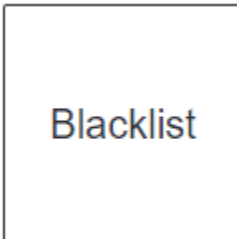
1. **Login to the Audian Portal**
2. Click the **9 square button** at the top right of the screen.



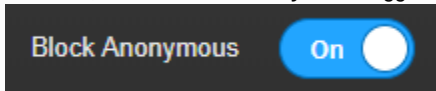
3. Click on the **Callflows** app.



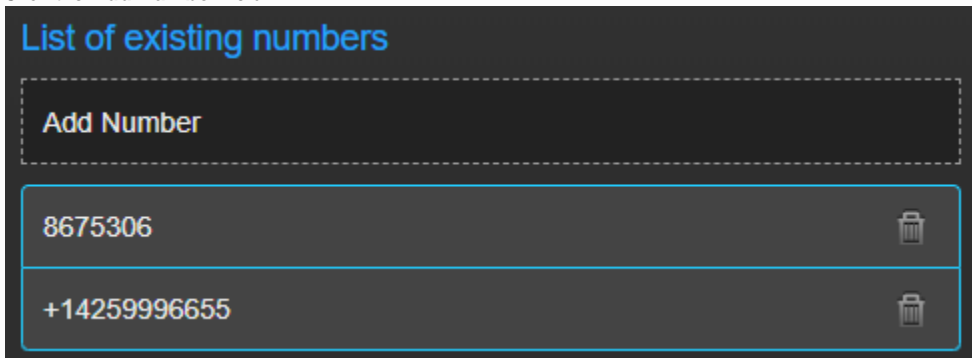
4. Click on **Blacklist**.



5. If desired, set the **Block Anonymous** toggle switch to **On**.



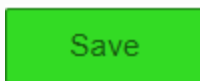
6. Click the **Add Number** field.



7. Enter the telephone number to be blocked and click **Add**.



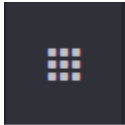
8. Click **Save** in the bottom right.



02. Enable Blacklist

Description: Create a blacklist to house all the numbers you would like to block. Once you create a blacklist you will need to activate that list on the account.

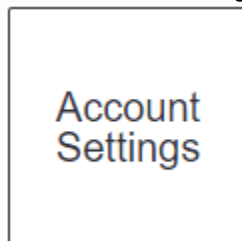
1. **Login to the Audian Portal**
2. Click the **9 square button** at the top right of the screen.



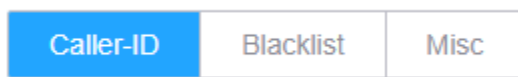
3. Click on the **Callflows** app.



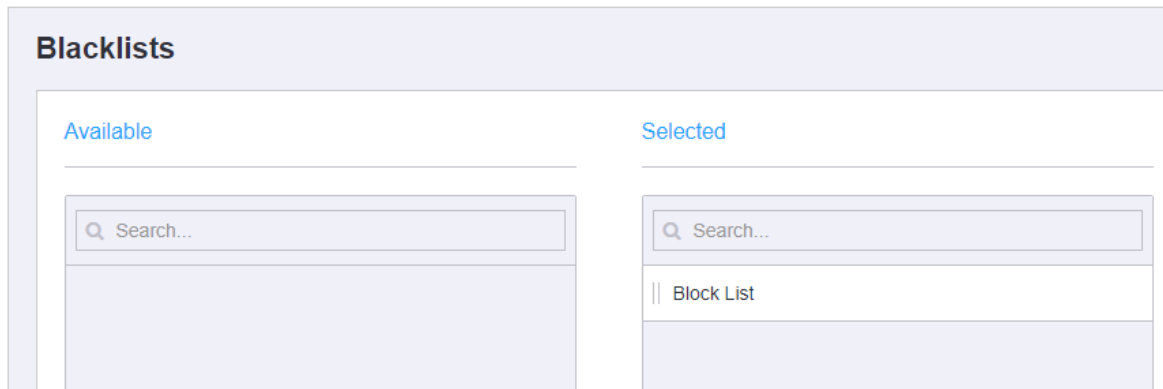
4. Click on **Account Settings**.



5. Click on **Blacklist** at the top.



6. Drag and drop the Available list into the Selected.



7. Click **Update** at the bottom.



Legacy Portal:

01. Create a Blacklist - Legacy

1. **Login to the Audian Portal**
2. Click **VoIP Services** at the top.
3. Hover over **Advanced**
4. Click **Blacklist**
5. Click **ADD BLACKLIST** on the left.
6. Enter the **name** of the list
7. Click **Add Number**
8. Fill in the **Number with a +1 in front of it.**
9. Click **Add Number**
10. Click **Save**
11. **Enable** the Blacklist by following the steps below.

02. Enable Blacklist - Legacy

1. **Login to the Audian Portal**
2. Click **VoIP Services** at the top.
3. Click **Account Details**
4. Click **Options**
5. Click **Add a Blacklist**
6. Select the **Blacklist**
7. Click **Add**
8. Press **Save**