

How To - Create and Add numbers to Blocklist - SPBX

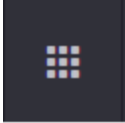
Description:

This article will show you how to do the following:

- **Create and Add numbers to a Block list**

Methods:

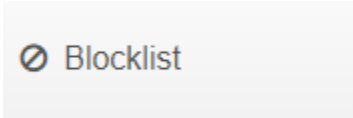
1. [Login to the Audian Portal.](#)
2. Click the **9 square button** at the top right of the screen.



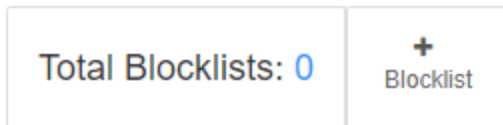
3. Click on the **Smart PBX** app.



4. Select **Blocklist** from the bottom left.



5. Click the **+ Blocklist** button to create a new Blocklist.



6. Set a **Name** for this Blocklist, if desired, enable **Block Anonymous**.

Name

Enable Blocklist On

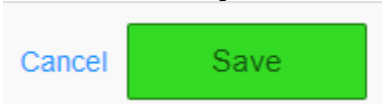
Block Anonymous Off

7. Click the **"Enter a Phone number"** field, and then enter +1 & the number to be blocked, and then click **Add**.

Blocked Numbers

Empty Blocklist

8. Click **Save** to save changes to the Blocklist.



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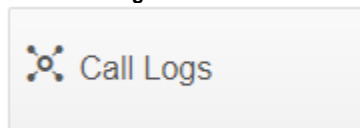
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3. Click on the **Smart PBX** app.



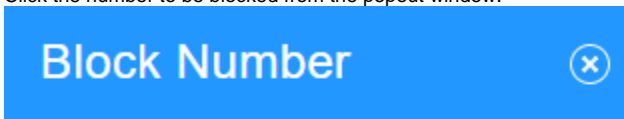
4. Select **Call Logs** from the list on the left.



5. Find the number/call to be blocked and click the  **Block** icon.

	Date/Time GMT-08:00	From	To	Duration (Min)	Hangup Cause	Actions
	04/19/21 10:51:38	+1 206 334 8892 12063348892	+1 406 201 1143	0:03	Normal Clearing	 

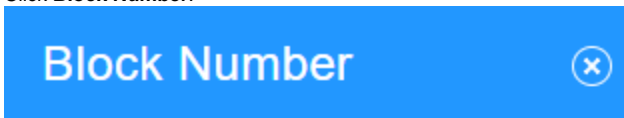
6. Click the number to be blocked from the popout window.



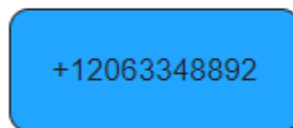
Select the number you would like to block.



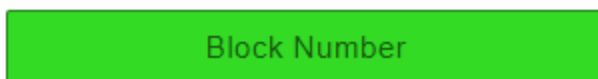
7. Click **Block Number**.



Select the number you would like to block.



Clicking the Block Number button will add the selected number to the block list and your account will no longer accept calls from that number.



8. The number has been added to the **Smart PBX Blocklist**.

