

# Manage Forbidden Extensions

This page contains instructions on how to add to your system extensions allocated for special purposes.

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## Overview

VoipNow allows users to define extension numbers that are reserved for special purposes (i.e. emergency numbers). Once a number is added to the forbidden list, the system does not allow creating regular extensions with that number.

To manage this type of extensions, go to **Unified Communications** in the side menu and click on the **Forbidden Extensions** icon under the **Settings** area.

In the **Forbidden Extensions** management page, you can:

- add new forbidden extensions
- remove unnecessary forbidden extensions

## Add a forbidden extension

**To add one or several numbers to the forbidden list:**

1. Fill in the number in the **Add Extension** section. The number of digits allowed for the extension number is displayed next to the text box. You cannot add a number that is longer than the allowed value.
2. Use the +/- buttons to add several forbidden numbers at the same time.
3. Click **OK** to confirm settings. To return to the previous page without adding any number(s), click **Cancel**.

Please note that you cannot forbid a number that is already assigned to an existing extension in the system.

## Remove a forbidden extension

**To remove a forbidden extension:**

1. Select the number from the list and click the [Remove selected](#) link at the top of the table.
2. Click **OK** to confirm removal. To go back to the previous page without removing the extension, click **Cancel**.

Related Topics

[Add Extension](#)