# **Manage Restricted Phone Numbers**

This page contains instructions on how to restrict phone numbers and manage them from the interface.

- · Restrict phone number
- Export restricted phone numbers
- Search for a restricted phone number
- Remove phone numbers

### Restrict phone number

The first condition to restricting a phone number is that at least one database category is defined.

#### To restrict a phone number:

- 1. Click on the Add Phone Number icon in the **Tools** area.
- 2. Import phone number from file and fill in the fields below. The uploaded file entries must be in the <phone\_number>, <category\_name> format.
  - Import numbers from file: Select this option to add the database numbers from an existing .csv file. If this option is disabled, so are the next two fields.
  - · Import file: Use this text box or the Browse button to specify the location of the file containing the database numbers.
  - Field separator: Specify the field separator character. Default value: ','
- 3. Or manually add a phone number and fill in the fields below.
  - Number: Enter the phone number that will be used to filter the users' outgoing calls.
  - Database category: Select one of the categories available.
  - Add buttons: Add/remove several numbers by using the +/- icons.
- 4. Click **OK** to save your settings and add a new number to the restricted phone numbers list. To go back to the previous page without adding anything, click **Cancel**.

## Export restricted phone numbers

VoipNow allows you to export all the phone numbers from a call screening database to a .csv file and share them among VoipNow systems or save them for backup purposes. To do so, click the <u>Export numbers</u> link, then save the .csv file to the desired location.

#### Search for a restricted phone number

When the list of numbers is too long and you are searching for a particular number, you can enter the number in the text box located above the table and click the Search button. The system remembers the search criteria when a new search is performed and even after the user logs out.

You can also use the View numbers in category drop-down list, which allows you to see all the numbers that belong to a certain database category.

### Remove phone numbers

#### To remove a phone number:

- 1. Select it in the **Phone Numbers** table and click the <u>Remove selected</u> link on top.
- 2. Select the Confirm removal checkbox and click OK. To return to the previous page without removing the phone number, click Cancel.

Related Topics
Restrict Phone Number

Manage Database Categories