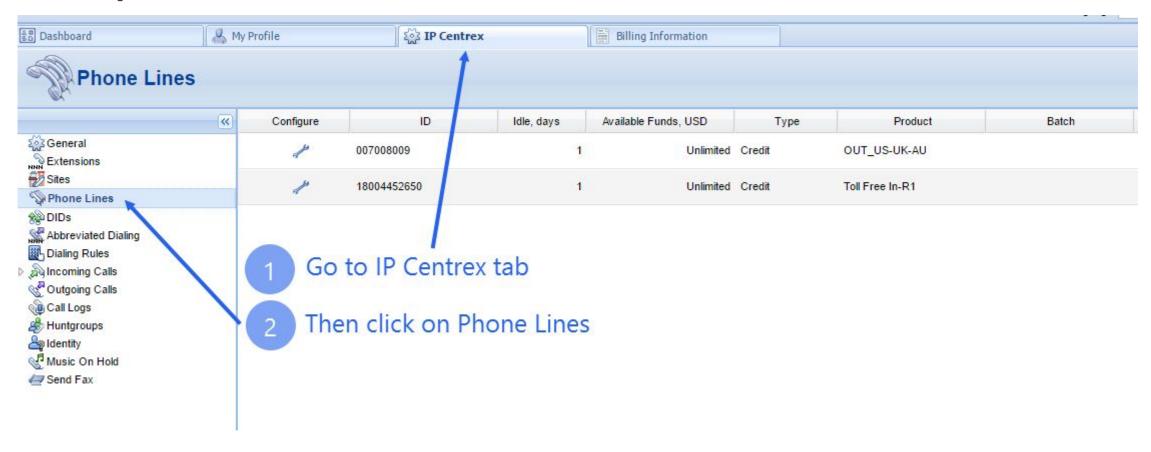# How To Guide

HOW TO BLOCK A INCOMING CALL FROM A PARTICULAR NUMBER OR A LIST OF NUMBERS.
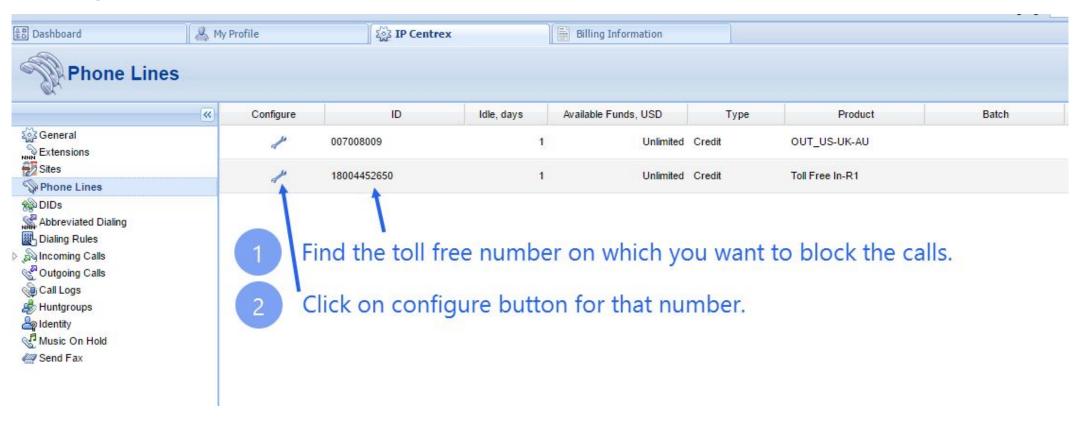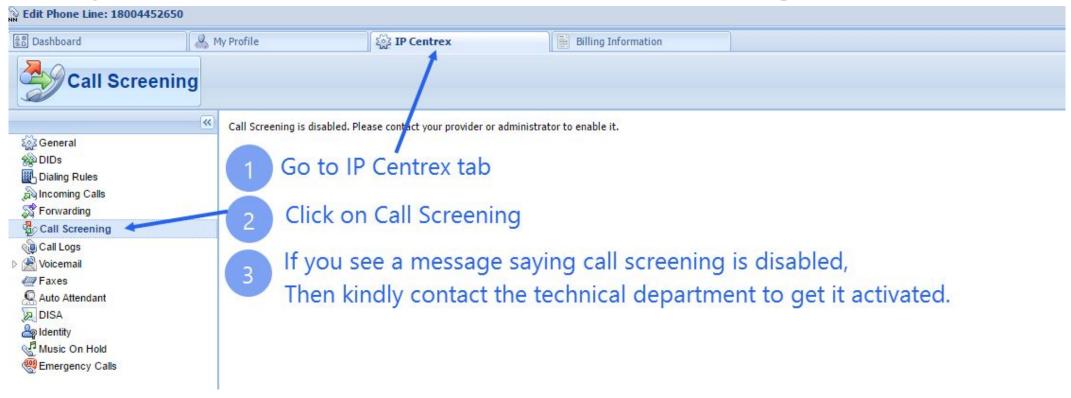
Step 1: Login to you self-care access

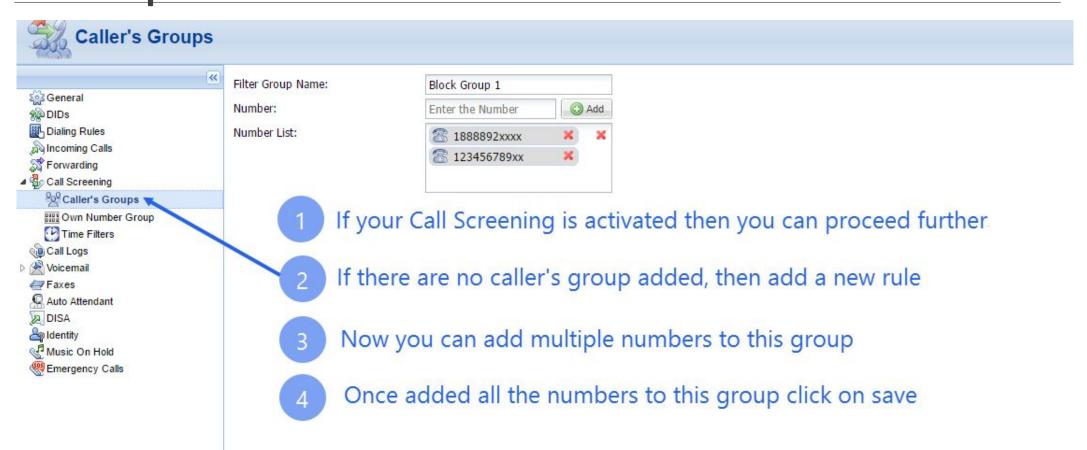# Step 2: Go to IP Centrex tab

Step 3: Select the toll free number
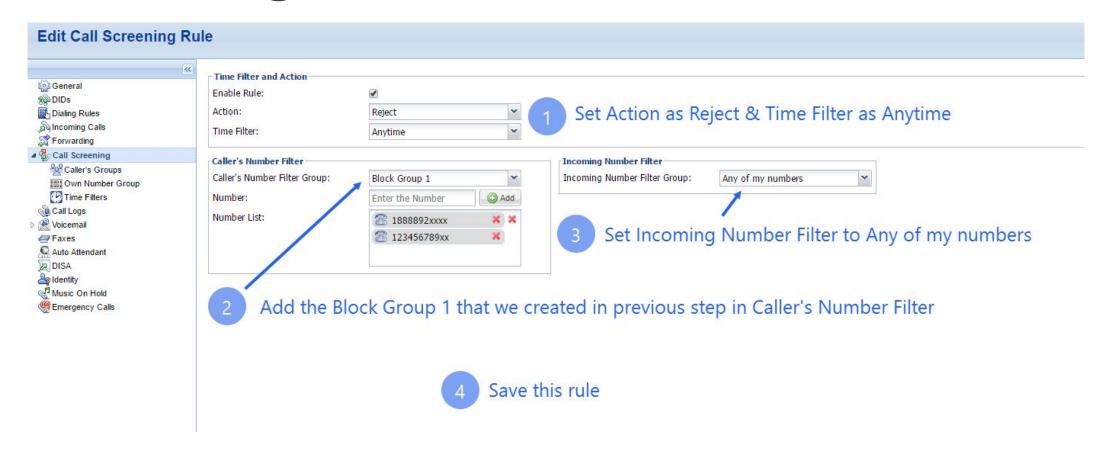
Step 4: Go to IP Centrex tab again

Initiate a Live Chat to activate call screening on your toll free number from: http://www.therealpbx.com

Step 5: Add a New Rule in Caller's Group

Caller's Groups

General
DIDs
Dialing Rules
Incoming Calls
Forwarding
Call Screening
  Caller's Groups
  Own Number Group
  Time Filters
Call Logs
Voicemail
Faxes
Auto Attendant
DISA
Identity
Music On Hold
Emergency Calls

Filter Group Name: Block Group 1
Number: Enter the Number   Add
Number List:
  1888892xxxx
  123456789xx

1 If your Call Screening is activated then you can proceed further

2 If there are no caller's group added, then add a new rule

3 Now you can add multiple numbers to this group

4 Once added all the numbers to this group click on save

Step 6: Add a new rule for Call Screening

Step 7: Check if it is active