

How to Block Fax & Voice Calls System Wide

ShoreTel

Overview

To block a particular number from being dialed by your ShoreTel phone system:

- 1 Open ShoreTel Director
- 2 Navigate to **Administration > Users > Class of Service**
- 3 In EACH of the following, you will open and then ADD the number towards the bottom in the **Restrictions** section:
 - **Telephony Features Permissions:** Fully Featured
 - **Call Permissions:** Local Only
 - **Call Permissions:** Long Distance Calling
 - **Call Permissions:** No Restrictions
- 4 Note: the number should be in a +15554443333 format
- 5 Click **Save** after every change

Need Help?

Contact our expert support team by calling **855.9.INFLOW** today!