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CREATING A DISALLOWED LIST FOR THE AVAYA IP OFFICE BASIC

1. Print out suggested numbers to block from our website.
2. Watch the video we made on how to create the list while using these instructions.

Disallowed Number Lists

IP Office Basic Edition - Quick Mode Phone Admin: [Dialing Restrictions and Permissions](#)



Disallowed Number Lists

A disallowed numbers lists specifies telephone numbers that extensions associated with the list cannot dial. You can create up to eight disallowed number lists each containing up to 10 telephone numbers.

For example, you may want to prevent calls to a specific telephone number or to categories of numbers, such as international numbers.

- A Disallowed Phone Number can be up to 12 digits long and may include 0-9 or a wildcard ? character to represent any digit.
- Numbers in a disallowed list are overridden by allowed numbers, emergency numbers and marked system speed dial numbers.
- When a user dials a number that is on a disallowed list, they hear an intercept tone (fast busy signal) after dialing the part of the number that is stored in the list.
- To restrict dialing specific telephone numbers, enter the telephone number exactly as you would dial it. For example, to prevent calls to the local number 555-5678, enter 5555678.
- To restrict dialing numbers in an entire area code, enter that area code exactly as you would dial it; for example, 900, 1900 or 0900 depending on the Toll Call Prefix required. This setting tells the system whether a 0 (for operator-assisted calls) or a 1 (for direct-dial calls) is required when you make toll calls.
- To prevent dialing all telephone numbers in one exchange when a toll prefix is required:











Entry	Restriction
976	Prevents local calls.
1??976	Prevents direct-dial calls to the specified exchange in all area codes.
0??976	Prevents operator-assisted calls to the specified exchange in all area codes.
1976	Prevents direct-dial toll calls in the same area code. This is needed only when 0 or 1 is required for toll calls in the same area code.
0976	Prevents operator-assisted toll calls in the same area code. This is needed only when 0 or 1 is required for toll calls in the same area code.

- To prevent dialing all telephone numbers in one exchange when no toll prefix is required:

Entry	Restriction
976	Prevents local calls.
?0976	Prevents calls to area codes with 0 as the second digit, such as 203.
?1976	Prevents calls to area codes with 1 as the second digit, such as 212.

- To prevent international calls, enter the international prefix number, 011.
- To prevent the use of all star codes enter *.
- To prevent the use of a specific star code, for example *67 to block Caller ID information, enter the * plus the 2- or 3-digit code.
- The entries you must make to permit or restrict toll calls differ depending on the setting for Toll Call Prefix.

1408/1416/9504/9508 Phone

1. At either of the first two extensions on the system, press **Admin**.
 - To do the above during a call, you may need to press the  **PHONE** button to display the **Admin** soft key option. If you access phone administration during a call, only the **SPEAKER**, **MUTE** and **HEADSET** buttons still affect the connected call.
2. Use the  up or down  arrow buttons to scroll the display to **System Administration**. When highlighted, press **Select**.
3. Use the  up or down  arrow buttons to scroll the display to **Restrictions/Permissions**. When highlighted, press **Select**.
4. Use the  up or down  arrow buttons to scroll the display to **Allowed Lists**. When highlighted, press **Select**.
5. At the **List Number:** prompt enter 1 to 8 for the list you want to edit.
6. At the **Entry:** prompt enter the list entry you want to change by entering 01 to 10.
7. The current setting is displayed.
8. Enter the new number and press **Enter**. To enter a wildcard digit press **HOLD**. Press **Clear** to remove the existing number.
9. Use the  up or down  arrow buttons to scroll through the other numbers in the list.
- Exit programming by pressing  **PHONE**. Alternatively use the **Back** button to move to another menu.