

**Title: Using the Blacklist**

**Subtitle: Fax Thru Email**

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Your Fax Thru Email account allows you to add specific fax numbers to a blacklist. Faxes sent from a number on your blacklist will be blocked provided the sender uses their fax number as their identity. The blacklist serves as a filter to help you block spam or other unwanted faxes. **NOTE:** If you have a toll-free number account, you will not be charged for any minutes from correspondence from numbers on your blacklist. To Add a Number to your Blacklist Click on the **Settings** tab and select **Blacklist**. In the **Fax Number** field, enter the number you want to add. You must enter a valid 10-digit phone number, including area code. Click **Add**. The fax number displays in the list. To remove a number from your blacklist, click the **(X)** in the **Delete** column of the number you want to remove.