



## Bulk Edit Numbers

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### Bulk Edit Numbers

Bulk edit is a handy feature when you want to configure or make changes to more than one number all at once.

From the main Switchboard table, you can select one or multiple numbers and update these all at once.

1. Go to Switchboard.
2. From the main table, click on the checkbox to select the numbers to edit. Note, the numbers must all be the same type, eg Voice.
3. Click on **Actions > Edit Settings**.

The screenshot shows the 2talk Switchboard interface. At the top, there's a header with 'ADD NUMBER' and 'ACTIONS' buttons. Below them, a status bar indicates '41 Numbers | 2 Registered Numbers | 3 numbers of 41 selected | Select all 41 numbers'. A search bar is on the right. The main table has columns: NUMBER, PLAN, COST, BILLING GROUP, RESTRICTED, PASSWORD, EXTENSION, CALLER NAME, NOTE, GROUP, and SETTINGS. Three rows are selected, and a dropdown menu is open over the first row, showing 'Edit Settings' and 'Cancel Number(s)' options.

	NUMBER	PLAN	COST	BILLING GROUP	RESTRICTED	PASSWORD	EXTENSION	CALLER NAME	NOTE	GROUP	SETTINGS
<input checked="" type="checkbox"/>	12015100585	2talk Local Line	0.00	12015100585						Default	
<input checked="" type="checkbox"/>	12018171993	2talk Local Line	0.00	12018171993						Default	
<input checked="" type="checkbox"/>	12026020105	2talk Local Line	0.00	12026020105						Default	
<input type="checkbox"/>	12034848135	2talk Local Line	0.00	12034848135						Default	
<input type="checkbox"/>	12036809261	2vfax	2.99	12036809261						Default	

You will see the same available settings as with an individual number, however, you will see "various" entered where there are individual settings. You can override some of these settings to enable a new global setting however some you can't, for example, you can't change the Number.

Switchboard

Cancel numberBACK

Editing 3/41 Numbers | 12015100585, 12018171593, 12026020105

Profile

Inbound

Outbound

Advanced

Preferences

Media

Number Details

Number

- various -

Type

Voice

Plan

Select

Cost

0.00

Caller Name

Caller Email

Comments

CANCEL

SAVE

Number Settings

Restricted

☒

Password

- various -

Weak password

Lower case

Numbers

Upper case

Min. 8

Extension

Group

Billing Group

- various -

CANCEL

SAVE

Make your changes to all numbers, and remember you will need to click **Save** for each new setting.