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Extension Dialling

Mike Johnstone - 2025-10-23 - Preferences

Extension Dialling

With Extension Dialing, you can internally transfer calls to numbers within your account.

How to Setup Extension Dialing:

- 1. Login to your account.
- 2. Go to the **Switchboard**.
- 3. Select the number that you want to set up an **extension**.
- 4. **Profile > Number Settings**.
- 5. Enter a 3-digit number on the **Extension** field.
- 6. Click on **Save** to update settings.

Number Settings	
Restricted	
Extension	114
Group	
Billing Group	
	CANCEL

Setting up Auto Attendant

If your main number has an Auto Attendant, you can configure the **Extension Dialling.**Therefore, if the customers know the extension number, can easily dial it and get transferred right away.

- 1. Login to your account.
- 2. Go to the **Switchboard**.
- 3. Select **Inbound > Auto Attendat**.
- 4. Enable **Extension Dialling** by turning the toggle **ON**.
- 5. Click on \boldsymbol{Save} to update settings.

