

## Setting up Groups

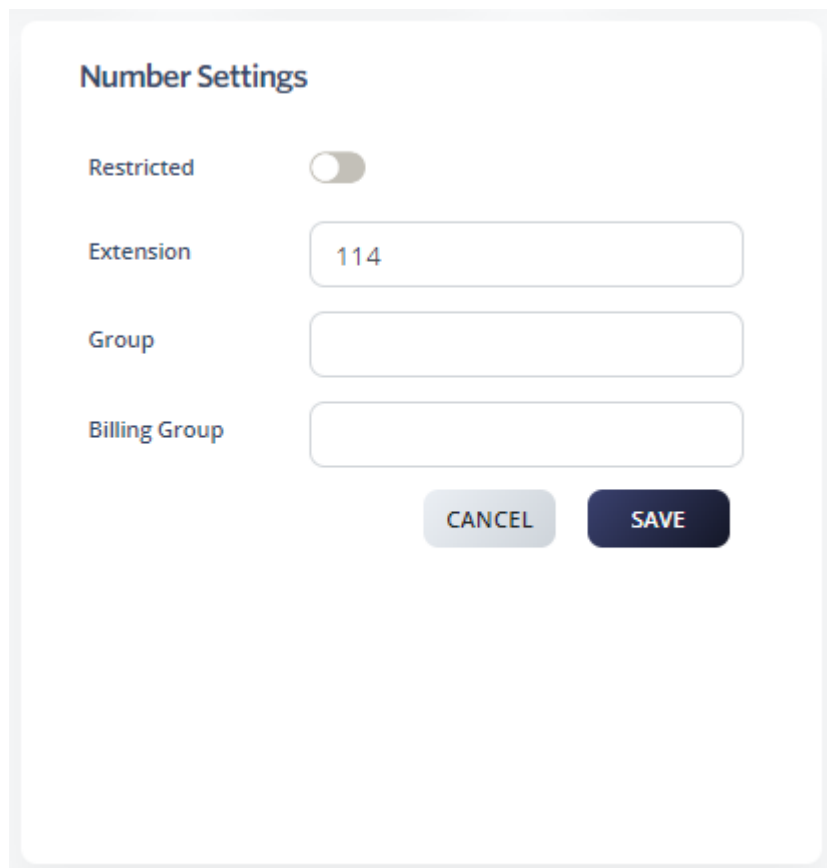
Santiago Garcia - 2025-08-09 - General

### Setting up Groups

When you set up a Group, only that group, with those numbers specified, can transfer calls between each other.

For example, the Support team might not be able to forward calls to the Sales team.

1. Go to the Switchboard.
2. Select the numbers you want to be in the same Group.
3. Go to Profile > Number Settings.
4. Specify the Group name for those numbers, eg Support.
5. Click Save to update settings.



The image shows a 'Number Settings' form. It has a title 'Number Settings' in bold. Below the title, there are four rows of settings. The first row is 'Restricted' with a toggle switch that is currently turned off. The second row is 'Extension' with a text input field containing the value '114'. The third row is 'Group' with an empty text input field. The fourth row is 'Billing Group' with an empty text input field. At the bottom right of the form, there are two buttons: 'CANCEL' and 'SAVE'.

Restricted	<input type="checkbox"/>
Extension	<input type="text" value="114"/>
Group	<input type="text"/>
Billing Group	<input type="text"/>