



## Adding Numbers

Santiago Garcia - 2024-04-17 - General













### Adding Numbers

All your call flows start with your phone numbers, whether a simple phone line with no functionality to a sophisticated call route with Auto Attendant, Call Queue and after hours time schedules for weekends and public holidays.

1. Go to Switchboard Select > Add Number.
2. Select Area Code > Choose a number.
3. On the Number Type field, choose Voice / Fax / MS Teams.
4. On the Plan field, Select a available Plan.
5. Click on Add to save settings and add the chosen number to your account.

*Note: The number will be charged to your account accordingly to the Plan you have chosen.*

- **Porting:** Numbers ported in automatically will appear in Switchboard and do not need to be added using the Add Numbers feature.
- **Access type:** Once you have numbers on your account grant team members either account Admin access or restricted User access to the number only.
- **Feature lines:** are line extensions that can make outbounds but are not reachable over the PSTN. The feature lines are a cost effective mechanism to extending more sophisticated call routing functionality to SImRing, Call Forwarding, Call Queuing and even after hours options greeting options for holiday hours for example.

<input type="radio"/>	 16787309295	Bundled Line	0.00	16787309295			
<input type="radio"/>	 16787309297	Bundled Line	0.00	16787309297			
<input type="radio"/>	 16787309298	Bundled Line	0.00	16787309298			
<input type="radio"/>	 16787309301	Bundled Line	0.00	16787309301			
<input type="radio"/>	 8014725	Bundled Line	0.00	8014725		Hours of Ope...	F
<input type="radio"/>	 8014726	Bundled Line	0.00	8014726		Directions	E
<input type="radio"/>	 8014727 Reg IP: 32.140.4....	Bundled Line	0.00	8014727	300	Front Desk	F
<input type="radio"/>	 8014728	Bundled Line	0.00	8014728	401	After Hours	A
<input type="radio"/>	 8014729 Reg IP: 32.140.4....	Bundled Line	0.00	8014729	388	Memory Care	M
<input type="radio"/>	 8014730 Reg IP: 32.140.4....	Bundled Line	0.00	8014730	386	Nurse Station 1	M
<input type="radio"/>	 8014731 Reg IP: 32.140.4....	Bundled Line	0.00	8014731	393	Nurse Station 2	M
<input type="radio"/>	 8014732 Reg IP: 32.140.4....	Bundled Line	0.00	8014732	380	Executive Dire...	E