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## Setting up Groups

Santiago Garcia - 2026-04-09 - [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.

A screenshot of the 'Number Settings' form. It includes a 'Restricted' toggle switch, an 'Extension' text field with the value '114', and empty text fields for 'Group' and 'Billing Group'. At the bottom are 'CANCEL' and 'SAVE' buttons.

**Number Settings**

Restricted

Extension

Group

Billing Group