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## **Extension Dialling**

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## **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.

