Hosted PBX by Golden West

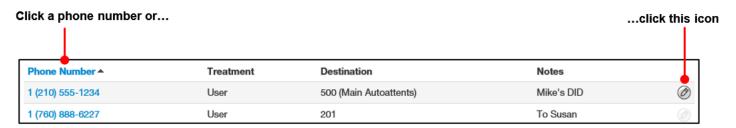
Editing Phone Numbers

To edit phone numbers:

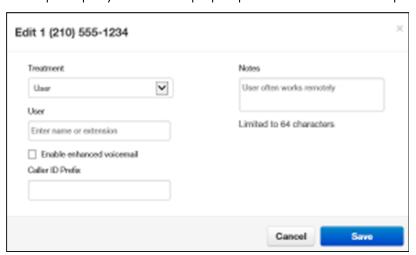
- 1. From the Phone Numbers tab, either:
 - Click a phone number

OR

• Hover over a phone number, and then click the *(in)* icon at the far right of the **Phone Numbers** tab. For example:



Either step displays the Edit pop-up window. For example:



2. Complete the field and click **Save**.

Setting	Description
Treatment	Select a treatment for the phone numbers you want to view. Choices are:
	 Available number = an unassigned telephone number.
	User = routes to a specified user.
	Fax = routes to a fax number.
	 Conference = routes to a conference bridge specified.
	 Call queue = routes to a specified call queue.
	 Voicemail = routes to the specified user's voicemail box.
	 Autoattendant = routes to a specified auto attendant.
Notes	Enter optional notes about this phone number.
Caller ID Prefix	Enter a prefix to the caller ID for this phone number. Range: up to 64 alphanumeric characters.

