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 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.