

# 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:

Click a phone number or...

...click this icon

Phone Number ^	Treatment	Destination	Notes
1 (210) 555-1234	User	500 (Main Autoattents)	Mike's DID 
1 (760) 888-6227	User	201	To Susan 

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

**Edit 1 (210) 555-1234** ✕

Treatment	Notes
User <input type="text"/>	User often works remotely
User	Limited to 64 characters
<input type="text"/>	
<input type="checkbox"/> Enable enhanced voicemail	
Caller ID Prefix	
<input type="text"/>	

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

Setting	Description
Treatment	Select a treatment for the phone numbers you want to view. Choices are: <ul style="list-style-type: none"><li>• Available number = an unassigned telephone number.</li><li>• User = routes to a specified user.</li><li>• Fax = routes to a fax number.</li><li>• Conference = routes to a conference bridge specified.</li><li>• Call queue = routes to a specified call queue.</li><li>• Voicemail = routes to the specified user's voicemail box.</li><li>• Autoattendant = routes to a specified auto attendant.</li></ul>
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.