Extension Dialling

Mike Johnstone - 2025-06-30 - Preferences

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   SAVE

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 **Sa**

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