



## Personalise Numbers

Mike Johnstone - 2024-05-08 - Preferences

# Personalise Numbers

Once you have numbers set up on your account, there is so much more than you can do to customize these numbers. This includes:

- Setting the **Caller ID** so that when outbound calls display your name or number.
- Add your **voicemail** messages.
- Set up your voicemail so your messages are automatically sent to an email address.
- Set up **Call Recording** so a .wav file for each in/outbound call is saved.

To enable functionality for each number, follow these steps:

1. Select **Switchboard** and you will see your phone numbers listed.
2. Click the number you want to update the settings for.
3. Click into the menu items, such as **Inbound Calls**, and you update the settings for your number.

There are multiple features that you can use to personalize your numbers. We recommend taking the time to see all the articles located in the Help Center and selecting those which would enhance your business communication.

The screenshot shows the 'Switchboard' interface for a 'Bundled Line' with the number 61240121114. The interface includes a 'Cancel number' button and a 'BACK' button. The settings for the line are as follows:

Setting	Status
CALLER ID & REJECTIONS	Call waiting is on. Display anonymous is on.
VOICEMAIL SERVICE	Is on and answers in 20 sec.
CALLER ID & PRIVACY	Caller ID is blocked.
OVERSEAS BLOCK	Is on.
TIME ZONE	Australia/Sydney.

At the bottom of the interface, there is a navigation bar with the following options: Profile, Inbound, Outbound, Advanced, Preferences, Media, and Voicemail.

Tags

Preference