



## Personalise Numbers

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# 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. At the top right, there are buttons for 'Cancel number' (red) and 'BACK' (blue). Below this, a dropdown menu shows '61240121114' and 'Bundled Line | 0.00'. A list of settings is displayed: '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), and 'TIME ZONE' (Australia/Sydney). At the bottom, there is a navigation bar with icons for Profile, Inbound, Outbound, Advanced, Preferences, Media, and Voicemail.

Tags

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