Personalise Numbers

Mike Johnstone - 2024-05-08 - [Preferences](#)
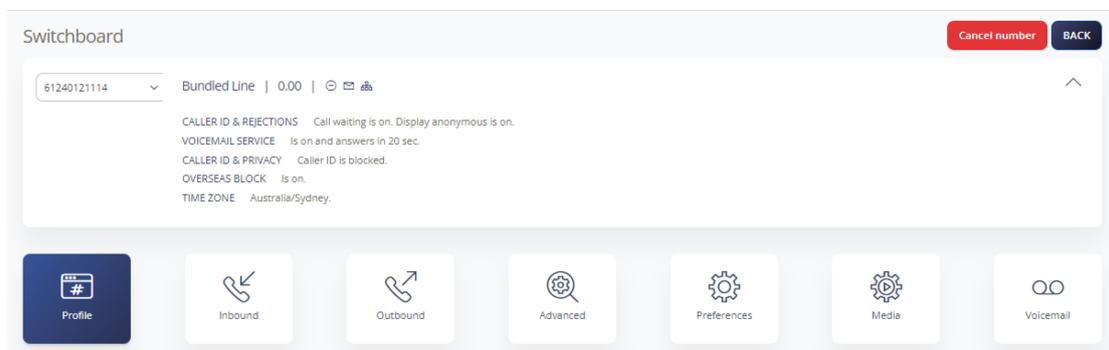
Personalise Numbers

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.

- Etiquetas
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