

Uboss Number Management

NUMBER ACTIVATION AND DEACTIVATION

If your Account Manage has assigned a number(s) or number range to your business, these are able to be activated and deactivated at Business level. On the left hand menu go to **Assignments > Phone Numbers**

	BUSINESS		<					
2.1	My Account	~	Numbers Home > Numb	ers				
48 (Client	~						
a r	Reports	~	NUMBERS	UNASSIGN NUME	ERS			
* \$ /	Assignments	^	ACTIVATE/	DEACTIVATE				
629	Device	~	Show 25	▼ entries				
÷	Package Assignment		ACTIVATE	PHONE NUMBER	STATUS	CATEGORY	PORTED FROM \$	SITE
	Phone Numbers		۲	<u>+134</u>	Assigned To Site Service	Num-Category-01- International-In-	-	Croydon Offices
	Service Assignments		۲	<u>+164</u>	Assigned To Business Site	Num-Category-01- International-In- Geographic	-	Croydon Offices
¢\$	Call Centre Settings	~	۲	<u>+164</u>	Assigned To Business	Num-Category-01- International-In-	-	

Click on the **Activate/Deactivate** button and this will take you to your number pool. Next to each number is a check box and a colour. If the circle colour is red this means that the number isn't currently activated. To activate this number, tick the box next to it, click the **Activate** button and then **Yes** in the box that appears. This number is now ready to be assigned at site level.

ASSIGN AND UNASSIGN NUMBERS

If you wish to assign numbers that are available to you, this can be done at Business Site Level. **Client > Business Site > Assignments (Top Menu) > Phone Numbers**

me > Croyo	don Offic	ces > Numbers	
NUMBERS	UNASS	IGN NUMBERS	
ASSIGN	ASSIGN	RANGE	
Show 25	• entr	ies	
PHONE NUMBER		STATUS	CATEGORY
PHONE NUMBER +134	. onu	STATUS +	CATEGORY Num-Category-01-International-Ir Geographic
PHONE NUMBER +134 +164		STATUS +	CATEGORY Num-Category-01-International-Ir Geographic Num-Category-01-International-Ir Geographic
PHONE NUMBER +134 +164 +18(STATUS O Assigned To Site Service Available Assigned To Site Service	CATEGORY Num-Category-01-International-Ir Geographic Num-Category-01-International-Ir Geographic Num-Category-02-International-I

If you have any questions around the numbers and number ranges that are available to be assigned, please contact your Account Manager and they will be able to talk you through this.