

# Number assignment

November 2022

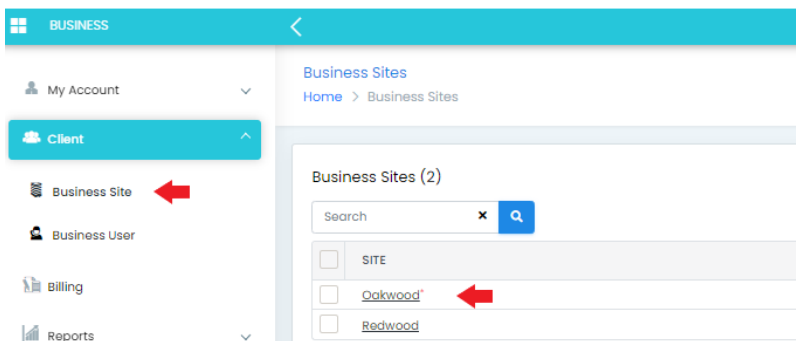
## Numbers Site Level

If your Account Manager has assigned a number(s) or number range to your business, go to Site level to move these to the Site ready to be assigned

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

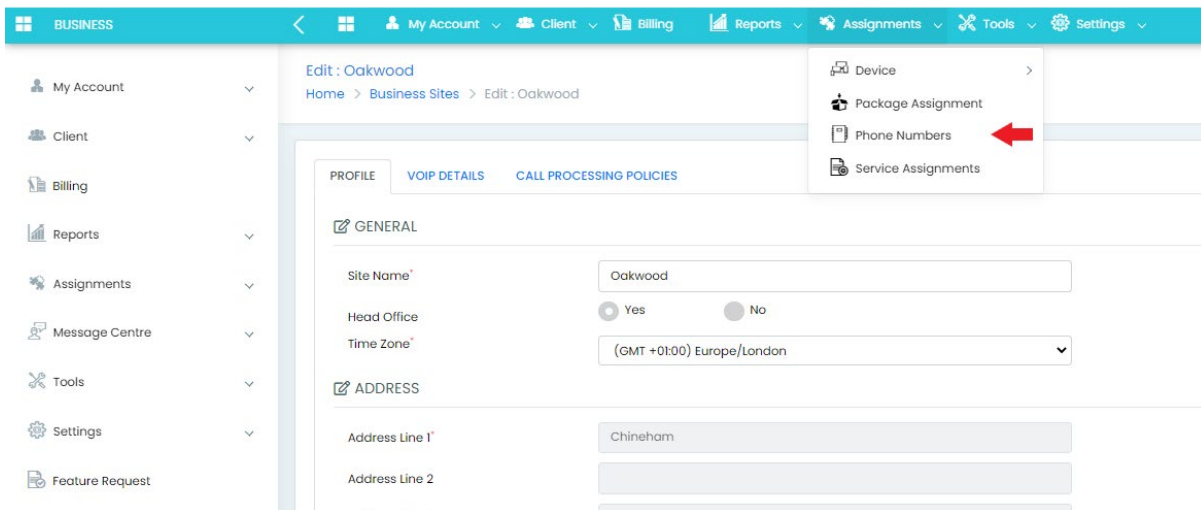
### LUMEN



- Top Menu image below


### LUMEN

THE PLATFORM FOR AMAZING THINGS



- Then either Assign / Assign Range



- Select Required Numbers
- Assign 

## Unassign Numbers Site Level

To unassign numbers and place them back at the business level -

- Go to Business Site Level and follow the same path as Assigning Numbers

*Client > Business Site > Assignments (Top Menu) > Phone Numbers*

- This time choose the '**UNASSIGN NUMBERS**' Tab

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