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

BUSINESS	<
👗 My Account 🗸 🗸	Business Sites Home > Business Sites
🐣 Client ^	
🛢 Business Site	Business Sites (2)
🙎 Business User	SITE
🗎 Billing	
Reports 🗸	Redwood

• Top Menu image below

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-----Reports 🗌 Assignments 🗸 💥 Tools 🕔 Settings Device Edit · Oakwood 👗 My Account Home > Business Sites > Edit : Oakwood 🛉 Package Assignment Phone Numbers A Client Bervice Assignments PROFILE VOIP DETAILS CALL PROCESSING POLICIES Billing GENERAL Reports Site Name Oakwood 🐝 Assignments Yes No Head Office Message Centre Time Zone (GMT +01:00) Europe/London ~ X Tools C ADDRESS Settings Address Line 1 Chineham Address Line 2 Regure Request

THE PLATFORM FOR

AMAZING THINGS

Then either Assign / Assign Range

ASSIGN



- Select Required Numbers
- Assign
 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.