

Number and Extension Search

Within the NocTel Control Panel, the search bar on the **Numbers** and **Extensions** page can be used to search the corresponding list to find items with matching criteria.

Searching for a Number

For the search tool in the **Numbers** pages you can search by the following items:

- **By Number:** Telephone numbers can be searched in part or whole. Telephone numbers should be searched for without any formatting characters such as dots, dashes, or spaces. For example, 1235550000 should be used instead of 123.555.0000, 123-555-0000, or 123 555 0000. The search tries to match in real time as data is input into the search bar, so if searching for 5555 in a number it will return any results with 5555 anywhere in the number such as 1235555000 or 1112225555
- **By Description:** search for a number based on its description. The search is not case sensitive. However, spacing does affect results, “mainline” would not return a result for “Main Line”
- **By Routed To:** search based on the number’s routing. As with searching based on a description, the search is not case sensitive.

Numbers

[+ Add New Numbers](#) [Port an Existing Number](#) [Bulk Operations](#) [View History](#)

Number	Status	Description	Routed To
+1 123.555.0000	Active	MAIN LINE	7330 - VVX400 Phone
+1 123.555.0001	Active	Lab FAX	7330 - VVX400 Phone
+1 123.555.0002	Active	New FAX number	- Lab FMA

Total Numbers: 3

Searching for an Extension

For the search tool in the **Extensions** pages you can search by the following items:

- **By Extension Number:** Extension numbers can be searched in part or whole. This is useful when you know the number of the extension you are looking for.
- **By Description:** search for an extension based on its description or name. The search is not case sensitive. However, spacing does affect results, “frontdesk” would not return a result for “Front Desk”. This is useful for locating items that may have certain common prefixes such as “fax”.
- **By Status:** You can only search for the status “Offline” by placing **offline** in the search tool.
- **By MAC Address:** search for a device with part or the whole MAC address. The search is not case sensitive, but including formatting characters such as dashes or colons will not return results. This is useful when you know a device’s MAC but not its number or description.

Extensions

[+ Add a New Extension](#) [Bulk Operations](#) [View History](#)

#	Description	Type	Status	Inbound Action
1001	School Menu 1	Virtual		Menu
1002	School Menu 2	Virtual		Menu
1003	Remote Voicemail	Virtual		Custom
2002	Dev Phone	Polycom VVX400 (2323)	Offline	Ring+Voicemail
2003	Wireless	Panasonic (AF41)	Offline	Ring+Voicemail
2101	IP450	Polycom IP450 (AA2C)	Available	Ring+Voicemail

Related articles

- [Exporting a Extension List](#)
- [Routing Numbers](#)
- [Editing an Extension's Name and Number](#)
- [Deleting an Extension](#)
- [Bulk Operations Extensions](#)