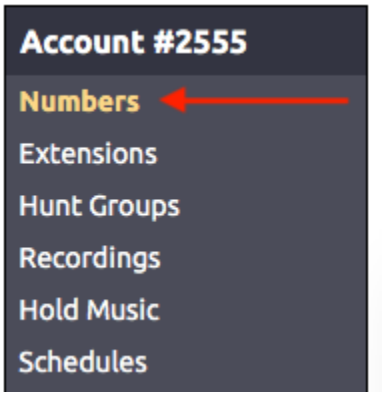
Routing Numbers

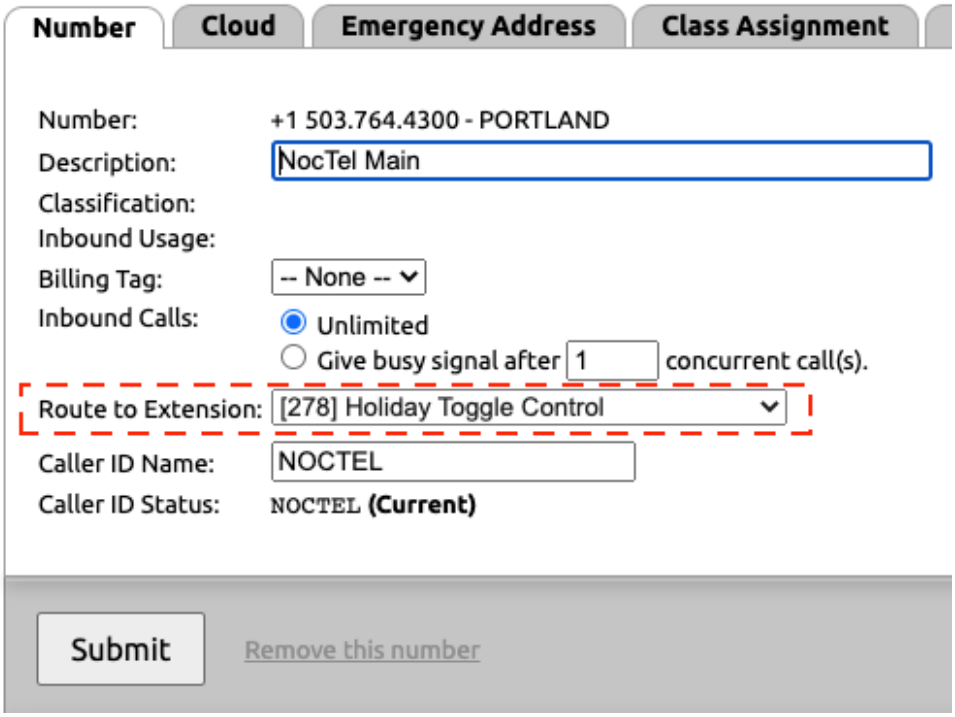
In order for an inbound call to an account phone number to be answerable, the number must be routed to and extensions in the account.

To route a number to an extension:

1. In the NocTel Portal, click **Numbers.**



2. From the list of numbers find the number that needs to be routed and click on it.
3. On the **Number tab**, locate the "**Route to Extensions**" dropdown box and use it to select an extension.



4. Click **Submit** to save the settings.

Related articles

- Exporting a Extension List
- Routing Numbers
- Time of Day Routing and Schedules
- Editing an Extension's Name and Number
- Bulk Operations Extensions