

# Account Management

## Managing your Phone Numbers

### Manage Phone Numbers

You can view, add and manage your VoIP numbers in CloudPBX settings. Firstly you will need some number on your account, or port your existing numbers over.

#### Add a number

1. Log into <https://now.tel2.co.uk>.
2. Select **Account > manage numbers**
3. Select **region > Select line type > Select rate plan**
4. Click **Add number**

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Add numbers

1

2

3

✓ -- Select region --

Adelaide  
Bendigo  
Brisbane  
Canberra  
Dandenong  
Healesville  
Laura  
McLaren vale  
Melbourne  
Perth  
Southport  
Sydney

✓ -- Select line type --

Voice  
Fax

-- Select rate plan --

## Managing your numbers

1. Log into <https://now.tel2.co.uk>.
2. Select **Account** > **Manage numbers**.

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Number	Extension	Billing group	Region	Type	Monthly	Action
<b>a</b> 61290980970		<input type="text" value="61290980970"/>	Sydney	Voice	\$0.00	<b>b</b> <a href="#">Remove</a>
61290980971		<input type="text" value="61290980971"/>	Sydney	Voice	\$0.00	<a href="#">Remove</a>
61290980972		<input type="text" value="61290980972"/>	Sydney	Voice	\$0.00	<a href="#">Remove</a>

**Functions:**

**a**

Click on one of your numbers and you can access that number’s **CloudPBX** settings.

**b**

Click **Remove** and you can delete your number.

**Note:** Think carefully about deleting a number. Once you delete a number it gets removed and quarantined for 6 months.

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