

Personal Numbers

Personal numbers are non-Crexendo numbers that can be programmed for limited use within the Crexendo system. Personal Numbers have a few uses, both in terms of call flow and forwarding.

How to Add a Personal Number

1. Login to the Crexendo portal, and go to Numbers. Click on the gear cog to the right of Personal Numbers, and then click Add.
2. A window will pop up with multiple fields that need to be filled out:
 - a. **Phone Number:** the number that is going to be entered into the system. Each number has to be entered in as 10 digits, otherwise calls will not route/forward correctly.
 - b. **Label:** internal field that is used to help identify the number in question.
 - c. **Owner:** the user that owns the Personal Number. This setting will default to the user adding the number in, but can be modified to be owned by any user.
 - d. **Kind:** the “type” of number that is being added. The 4 kinds are
 - e. **Hunt Timeout:** the amount of time that a call will ring the designated number for (if in a ring group).
3. Once all of the fields are filled out, click Add and the number will be added into the Crexendo portal, and is now ready for use.