You can add and delete Virtual PBX U.S. local or toll-free phone numbers using the **Config Wizard**. You can also use the Config Wizard to enter a local or toll-free phone number that you would like to port to Virtual PBX, as well as enter a toll-free vanity number that you'd like Virtual PBX to reserve for you, if it is available.

 PLEASE NOTE: If you wish to delete one of your Virtual PBX phone numbers, then you need to log into the Config Wizard using one of your **OTHER** phone numbers. You cannot delete the phone number that you used to log into the Config Wizard.

 ****

 The Config Wizard is found at the following location:

 Admin Tab > Auto-Attendant > Advanced Configuration

The Config Wizard link is in the lower right-hand side of this page. Once you click on the link, it will open up a separate window for security purposes.

Auto-Attendant
Extensions
ACD Queues
Phone Numbers
VoIP Phones
Conferencing
AutoRoute
Day/Night Mode
Call Recording

Advanced Configuration   Basic Configuration

Ring Duration   [?]

Ring each contact number for [20 seconds ▼] before routing to next number or voicemail.

Allow extension to override the amount of time each contact phone number rings   ☑

Auto-Attendant Replay   [?]   **Extension Connection Message**   [?]

Play greeting [3 ▼] times, then   ◉ Please hold while your call is
                                                                  transferred. Press star at anytime to
◯ Hang up   ◉ Transfer to operator   transfer directly to voicemail.

                                                              ◯ Please hold while your call is
Return to Auto-Attendant   [?]   transferred.
After voicemail
◯ Hang up   ◉ Return to Auto-Attendant

                                                           Call Transfers   [?]
SmartID Caller ID Delivery   [?]   Use supervised call transfers   ☐
Incoming Extension Caller ID   Allow transfers to outside numbers   ☑
◉ Originating phone number (ANI)
◯ PBX number dialed (DNIS)   **Faxes To Extensions**   [?]
☐ Allow Extensions to Override Settings   Listen for faxes on call transfer   ☑
Outbound Dialing Caller ID
◉ Originating phone number (ANI)   **System Time**   [?]
◯ PBX number dialed (DNIS)
☐ Allow Extensions to Override Settings   [−08:00   ▼]

                                                              Get offset from my computer time
                                                              [GET OFFSET]

                                                              System Configuration
                                                              Config Wizard

                                                                            [UPDATE]

Once open, you can edit your extensions, ACD Queues, greetings, phone menu options, and phone numbers (step 5).

VirtualPBX® Config Wizard :: Business Plan :: Customer Training System

Step 1   Step 2   Step 3   Step 4   Step 5
Extensions   **ACD Queues**   **Menu Options**   **Greeti...**   **Phone #s**

Once you pick a local or toll-free number, be sure to click the button "**Add to my Virtual PBX**" in order to add this number to your system. For more help on the Config Wizard, please click on the "Help" buttons on the Config Wizard interface.

At the bottom of the page, click on Next Page. On the following, page click on Save to save your changes.