

# Route a Phone Number

## Scope:

The following steps will allow you to route a phone number to its appropriate locations.

## Requirements:

- Access to Manager Portal.

## Route DID

1. Navigate to **Inventory**
2. Change **Treatment** to **User** or any other route you want. (Call Queue, Auto Attendant, PSTN Number, etc.)
3. Select the **destination** .
4. Enter a **Caller ID Prefix** if desired. This helps to differentiate between which numbers are called. It is used a lot when there are two companies on the same phone system.
5. Click **Save**.