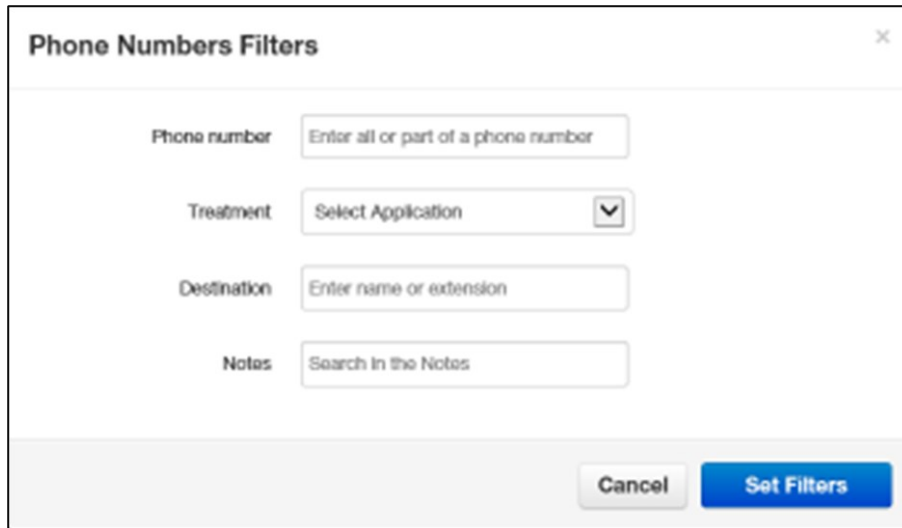


# Hosted PBX by Golden West

## Filtering Phone Numbers

Using the **Filter** button, you can filter phone numbers and view only the numbers of interest to you.

1. From the **Phone Numbers** tab, click the **Filters** button. The Phone Number Filters pop-up window appears.



2. Complete the fields.
3. Click **Set Filters**. The **Phone Numbers** tab shows only the phone numbers that match your criteria. If no phone numbers match your criteria, a message informs you that there are no matches to your filter.

Setting	Description
Phone Number	Enter all or part of the phone numbers you want to view.
Treatment	Select a treatment for the phone numbers you want to view. Choices are: <ul style="list-style-type: none"><li>• Available Number = an unassigned telephone number.</li><li>• User = routes to a user specified.</li><li>• Conference = routes to a conference bridge specified.</li><li>• Call Queue = routes to a specified call queue.</li><li>• Voicemail = routes to the specified user's voicemail box.</li><li>• SIP Trunk = routes to a specified <u>SIP trunk</u>.</li><li>• Auto Attendant = routes to a specified auto attendant.</li></ul>
Destination	Enter the name or extension of the phone destination.
Notes	Enter optional notes about this phone number.