

# How to Generate a Phone Number for Your Booking Calendar or Booking Hub [New]

This article will guide you through the process of generating a phone number specifically for your **Booking Calendar** or **Booking Hub**. By following these steps, you will be able to offer a new way for guests to schedule meetings with you.

## Prerequisites for Generating a Phone Number

In order to use Phone Booking, the Account Owner must enable this feature by following these steps:

#### **Enabling Phone Booking on Your Account**

- 1. Click the gear icon in the top-right corner.
- 2. Select Settings and Permissions.
- 3. Toggle on Phone Booking under Al Features.
- 4. Click on Save to confirm the change.

## How to Configure Phone Booking for Your Booking Calendar or Booking Hub

In order to ensure that your settings are optimized for conversational scheduling, make sure that you have fully **configured your Booking Calendar to handle scheduling via phone call**.

Follow these steps to configure Phone Booking for your Booking Calendar or Booking Hub:

## **Navigating to the Phone Settings Tab**

- 1. Click on **Booking Calendars** (or **Booking Hubs**) in the left-hand side menu.
- 2. Select the **Booking Calendar** (or **Booking Hub**) you want to generate a phone number for.
- 3. Go to the **Phone Settings** tab.

## **Setting a Welcome Message**

- 1. Provide a Welcome Message that Phone Booking will use to greet callers.
- 2. Click on Save.

## **Generating the Phone Number**

1. Click on **Generate phone number**.