

Managing Phone Numbers [New]

Phone numbers can be used with **Booking Calendars** and **Booking Hubs** to handle inbound calls via **Phone Booking**. By assigning a phone number to your booking links, you can automate scheduling through your voice channels.

Accessing Phone Numbers

1. Click the gear icon in the top right.
2. Select **Phone Numbers** from the dropdown.

Prerequisites for Generating a Phone Number

In order to generate phone numbers you will need to:

- Have the appropriate amount of Phone number licenses.
- Have the Account Owner enable **AI Voice**.

Enabling AI Voice on Your Account

1. Click the **gear icon** in the top-right corner.
2. Select **Account Permissions** from the menu.
3. Toggle on **AI Voice**.

How to Generate New Phone Numbers

To generate and assign a new phone number, follow these steps:

1. Click **Generate new number** in the top right.
2. Use the dropdown on the left to select your country code.
3. Use the search option to filter the list of available numbers.
 - The filtering will only show numbers that start with what you entered in the search.
4. Select the preferred number from the filtered list.
5. Click **Select and assign** to confirm the number.
6. **Optional:** Use the **Assign to** dropdown to select the Booking Calendar or Booking Hub that will use the number.
7. Click **Assign**.



IMPORTANT: Member Users can also generate and assign available phone numbers from within their Booking Calendars.

How to Manage Existing Phone Numbers

Existing numbers can be reassigned to different booking links or marked for deletion as your business needs change.

Assigning Phone Numbers

1. Click the 3 dots to the right of the phone number.
2. Select **Assign** from the dropdown.
3. Use the **Assign to** dropdown to select the Booking Calendar or Booking Hub that will use the number.
4. Click **Assign**.

TIP: You can also unassign Phone Numbers at any time and then assign them to a different Booking Calendar or Booking Hub.

Deleting Phone Numbers

1. Click the 3 dots to the right of the phone number.
2. Select **Delete number** from the dropdown.
3. Click **Confirm** to mark the number for deletion.



NOTE: Numbers marked for deletion will only be deleted at the end of your current billing cycle.

Keeping Phone Numbers Marked for Deletion

You are able to cancel the deletion process of any phone number that was marked for deletion within your current billing cycle using the following steps:

1. Click the 3 dots to the right of the phone number.
 2. Select **Keep number** from the dropdown.
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