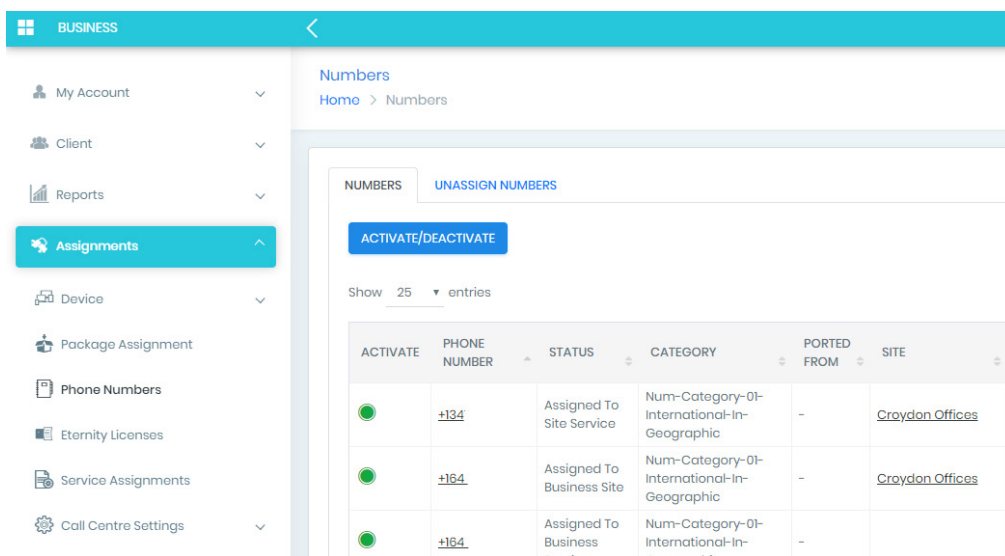# Uboss Number Management
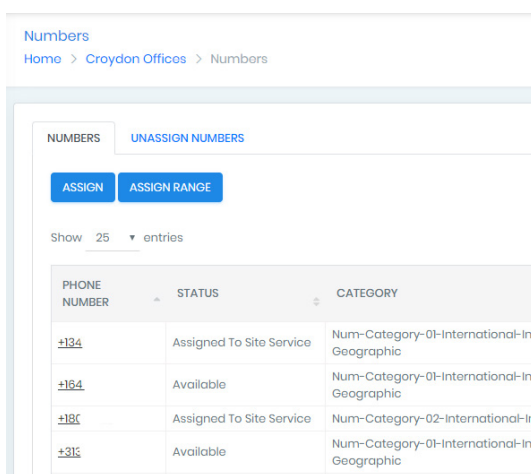
## NUMBER ACTIVATION AND DEACTIVATION

If your Account Manage has assigned a number(s) or number range to your business, these are able to be activated and deactivated at Business level. On the left hand menu go to
**Assignments > Phone Numbers**



Click on the **Activate/Deactivate** button and this will take you to your number pool. Next to each number is a check box and a colour. If the circle colour is red this means that the number isn't currently activated. To activate this number, tick the box next to it, click the **Activate** button and then **Yes** in the box that appears.
This number is now ready to be assigned at site level.

## ASSIGN AND UNASSIGN NUMBERS

If you wish to assign numbers that are available to you, this can be done at Business Site Level.
**Client > Business Site > Assignments (Top Menu) > Phone Numbers**



If you have any questions around the numbers and number ranges that are available to be assigned, please contact your Account Manager and they will be able to talk you through this.