

## Guide- How To Route Phone Numbers

Visit [www.hopdial.com](http://www.hopdial.com) and click the “My Hopdial” button at the top.

Login using your credentials:

USER: (your username)

PASS: (password set for the account)

Once inside the portal, click “Telephone Numbers” under “Common Tasks” to reach a page similar to the below. From this page, click the phone number that you wish to modify the routing for:

Home Services Settings

Home > Services > Phone Numbers

Create New...

Phone Numbers  
Standard  
Toll Free  
T38 Fax  
E911  
Auto Attendant

Recent Items  
(609)

### Phone Numbers - Schedule

Search [ ] [Search] Clear Search

[x] Edit [Previous - Next] Page 1 of 1 (11 Records) - [20]

All	Phone #	Caller ID (CNAM)	Rings To	Toll Free?	Status	
<input type="checkbox"/>	(202)	D	Group 1	No	Active	Edit
<input type="checkbox"/>	(215)	Scho	Group 1	No	Active	Edit
<input type="checkbox"/>	(215)	You	Time	No	Active	Edit
<input type="checkbox"/>	(215)	Schc	Auto Alter	No	Active	Edit
<input type="checkbox"/>	(215)	Y	Group 1	No	Active	Edit
<input type="checkbox"/>	(267)	Fr	Extensi	No	Active	Edit
<input type="checkbox"/>	(609)	Tr	Auto Alter	No	Active	Edit
<input type="checkbox"/>	(609)	Tr	Mailb	No	Active	Edit
<input type="checkbox"/>	(609)	Pf	Mailbo	No	Active	Edit
<input type="checkbox"/>	(609)	P	Auto Attend	No	Active	Edit
<input type="checkbox"/>	(609)	Sch	Extension	Yes	Active	Edit

[x] Edit [Previous - Next] Page 1 of 1 (11 Records) - [20]

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From here you can modify the “Call Routing” for that phone number. To switch incoming calls to be routed to the recorded message on the hotline, simply select “Mailbox” under both the “If Holiday” and “Route To” options, and the mailbox for the hotline, 31995, as shown below:

Home Services Settings

Home > Services > Phone Numbers > Standard Detail

Create New...

Phone Numbers  
Standard  
Toll Free  
T38 Fax  
E911  
Auto Attendant

Recent Items  
(609)

### Phone Number (609)

Incoming Number: (609)  
Toll Free Number?: No  
State: [ ]

Caller ID Settings

Enter the information you would like to use for caller ID on outbound calls. To use the default value setup for your account on the PBX Info screen, click the "Use Default" hyperlink.

Caller ID (CNAM): [ ] Use Default (Updated on 8/21/2013 02:01:11 PM)  
Internal Presentation: [PRCS] [x] Show Caller ID

Call Routing

If Holiday: [Mailbox] [31995 (PRCS Emergency)]  
Route To: [Auto Attendant] [31995 (PRCS Emergency)]

Features

Hold Music Group: [Default]  
Screen for Privacy: [No]

Advanced Settings

[Save] [Cancel]

Record History

Date	User	IP	Operation
09/18/2013 06:42:29 PM	John	76	Modified
08/21/2013 09:56:42 AM	John	206	Modified
07/29/2013 07:16:57 PM	John	206	Modified

BE SURE TO PRESS “SAVE” WHEN FINISHED. You may then logout (top right).