MOVE AND RENAME YOUR PHONES

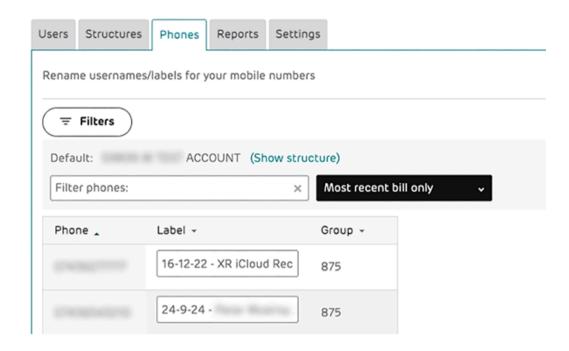
Using the 'Phones' tab in the admin section, you can move and rename your phones.

Rename phones

The labels for your phones match how they appear on your invoices.

Use the filter to search for the phone you want to move. You can search by phone number, phone label or by SIM number.

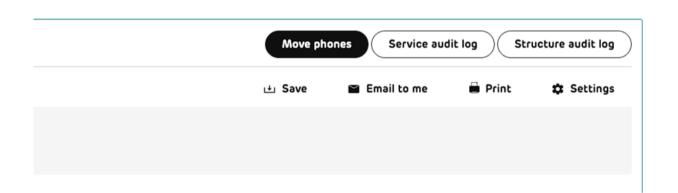
Edit the label for the phone number(s) you want to rename. Then select 'Update'.



If you have many changes to make, we suggest that you use the bulk download and upload tool as it will be easier to manage. Please see the <u>Manage your company</u> <u>structures user</u> guide for more information.

Move phones

Select 'Move phones' to a move a phone to a new position in your company structure.



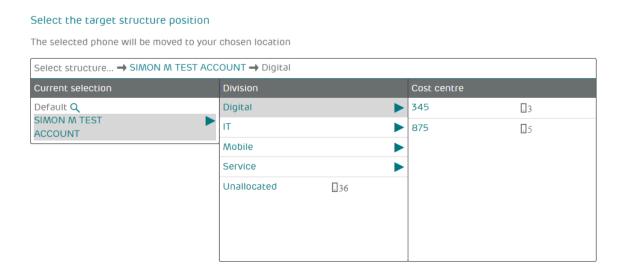
Use the filter to search for the phone you want to move. You can search by phone number or phone label.

You can select more than one phone at a time if you are moving them to the same position in your structure. Once you've selected your phone(s), click 'Move phone'.



You can find the new position for the phone(s) using the select structure table. Use the expand arrows to find the correct part of your structure.

Then select 'Move phone' to confirm.



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