

XO IP Flex, IP Flex with VPN, SIP Service

# Manage Location Based Features

For Group Administrators

## Managing Individual Telephone Number Voice Features

*Using Online Feature Management in the XO Business Center*

You can manage many features at the location level. These features set rules and actions that apply for all telephone numbers at the location.



## General Location and Outbound Caller ID Global Settings

OFM > Location Profile > Profile

The screenshot shows the 'General Location and Outbound Caller ID Global Settings' page. It is divided into three main sections: 'General Information', 'Outbound Calling ID Management', and 'Voice Portal'. The 'General Information' section includes a 'Location Telephone Number' field with the value '2143805382', a 'Location Dialing Code' section with 'On' selected, and a 'Time Zone' dropdown set to '(GMT-05:00) (US) Central Time'. The 'Outbound Calling ID Management' section includes a 'Calling Line ID' field with the value '8439521-PLANO' and two radio button options: 'Use location number, instead of user number, in the Outbound Calling ID' (selected 'No') and 'Use location name, instead of user name, in the Outbound Calling ID' (selected 'No'). A note below states: 'Note: Changes made to the location's outgoing calling ID number under Configurable Calling Line ID will override the outgoing calling line ID number settings on this page.' The 'Voice Portal' section includes 'Voice Portal Name' (Voice Portal), 'Telephone Number' (2143805383), 'New Passcode' and 'Confirm Passcode' fields, and a note: 'The passcode must be between 4 and 8 numeric digits.' A 'Save Changes' button is circled in red at the bottom of the page.

Figure 1: Manage the Location-Based Outbound Caller ID

- A** The [Location Telephone Number](#) is also defined as the group number. You cannot change this number, as it is assigned by XO. Select the location telephone number you want to manage from the drop-down menu.
- B** When the [Location Dialing Code](#) is On, a caller from another company location can use it to dial your location. The number can be four or five digits.
- C** Set the [time zone](#) for your location.
- D** You can set the Outbound Calling Line ID Management to display a name or number for all telephone numbers at the location. The following questions ask you to determine if you want to display:
  - The location telephone number as the users' (outbound) Caller ID
  - The location name as the users' Caller ID
- E** A group administrator can change the passcode used to access and configure the Voice Portal features that apply to the entire location/group. The passcode must be between 4 and 8 numeric digits long.
- F** You can select how many digits will be used for extension dialing at the location. Note that, once you've set the length, you can't shorten the number of digits used for extension dialing at another time.

**Note:** Remember to Save Changes