# Add New/Modify/Delete Existing Numbers

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The **Number Manager** is where all telephone numbers that are pointing to Kerauno must be built and provisioned. Any telephone number that needs to make inbound and outbound calls *must* be built in the **Number Manager**.

To add new numbers to the Kerauno system, navigate to the **Number Manager** modules under **System Admin -> Number Manager**. To add a new single number or large block of sequential numbers to Kerauno, click the green **Add Number** button on the far right side of the screen; to modify the trunk or configuration for an existing number, select the number from the yellow boxes under the **Number Manager** menu.

Figure 01: Number Manager Menu
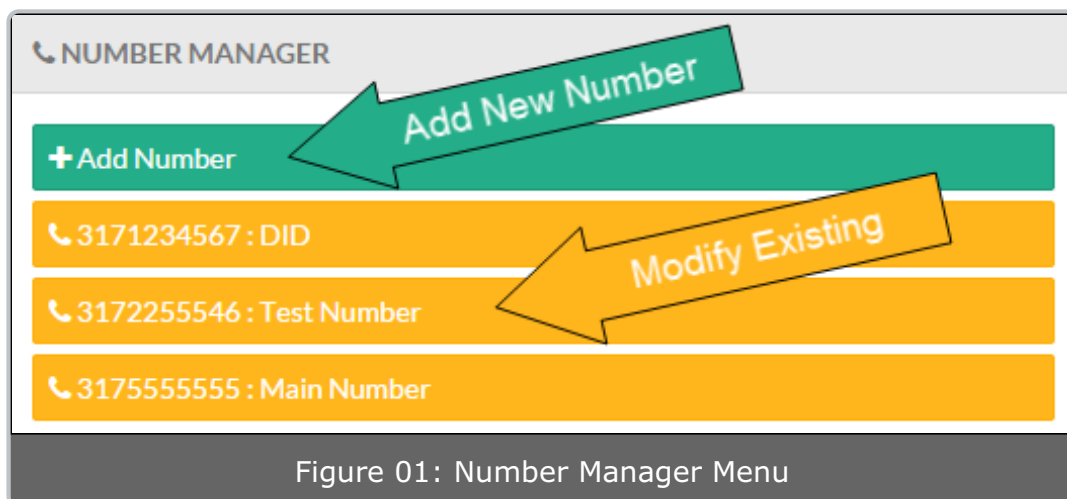
After selecting a number to add or modify, the **Number Manager Addition** screen is displayed. In this screen administrators can assign the number to be added, add a description, and specify a desired trunk. The options on the **Number Manager Addition** page are displayed in Figure 02 below.
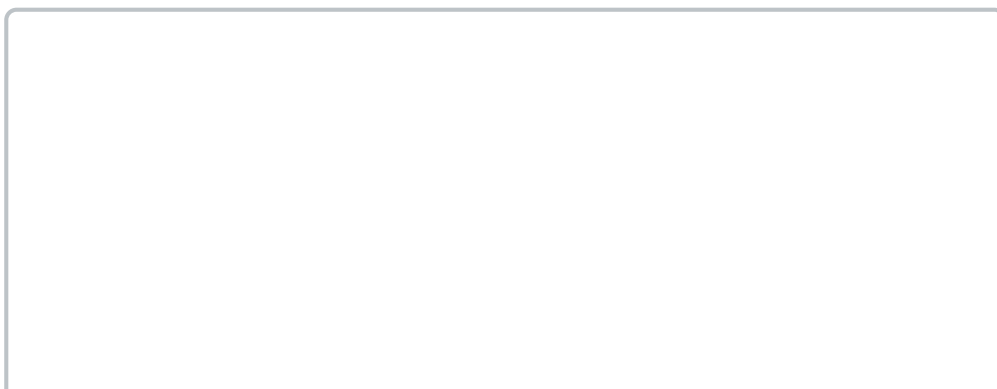
Figure 02: Number Manager Addition Screen

Number Description

In this field, enter a description of the phone number so that it may be easily identified. For example, **Main BTN Line** or **Toll-Free Sales Number**.

Number

Enter the 10-digit telephone number to add to Kerauno for inbound and outbound calls. Do not use parentheses, spaces, or dashes in the number. **Correct**: 3175555555 **Incorrect**: 317-555-5555.

Figure 03: Number Manager - Entering Number

Also note that in this field, a large bulk block of numbers may be added. To do this, begin by typing two 10-digit numbers separated by a hyphen in the format startnumber-endnumber.

For example, typing **3175552000–3175552100** into the **Number** field creates 100 consecutive entries in that particular range (3175552000, 3175552001, etc.). All 100 numbers will be added as individual entries in

the **Number Manager** after selecting the **Add XXX Numbers to Manager** button.

Trunk

Set the trunk that this number is assigned to for inbound traffic. This value must be set for reporting accuracy in the **Trunk Analytics** report. If it is set as "Unselected" calls to this number will function as normal, but there will be no record of which trunk the call used.

Destination

The **Destination** field shows where the number is currently routed to in the phone system. This information is created, managed, and modified from either the **Call Flow Tool** or the **Users > DID/CallerID** tab (for Direct Dial Numbers). All newly added numbers will display a destination of "Terminate Call." Calls to newly built numbers will result in a terminated call until the number is set up either as a **User DID** or built into the **Call Flow Tool**. For more information on **Call Routing** and **Call Flow Tools**, please refer to Call Routing in this knowledge base.

When finished, select the **Save Number** (Existing) or **Add Number** (New) button at the bottom of the screen to save changes. Kerauno will then return to the **Number Manager** menu.

Delete Existing Numbers

To delete a number from Kerauno, go the **Number Manager** menu under **System Admin > Number Manager**. Click the number to delete from the menu on the right as shown in the Figure 04 below.
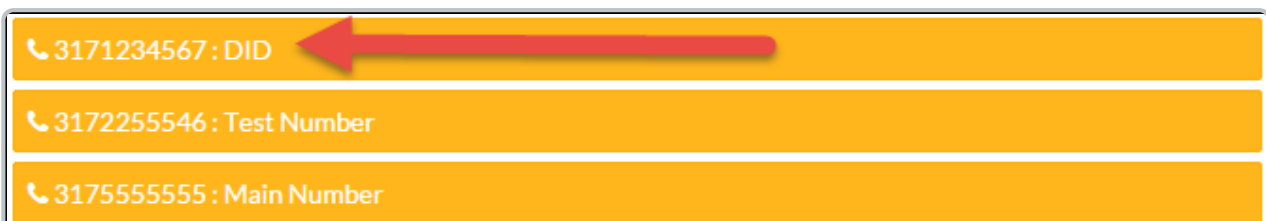

Figure 04: Number Manager - Delete Number

On the following screen, click the **Delete Number** button at the bottom of the page to remove the number from Kerauno. The administrator will be presented with a confirmation that the number will be deleted. When prompted, press **OK** to confirm the deletion of the number. Kerauno will return to the **Number Manager** menu and the number will be removed from the system.

Figure 05: Number Manager - Delete Number Button