

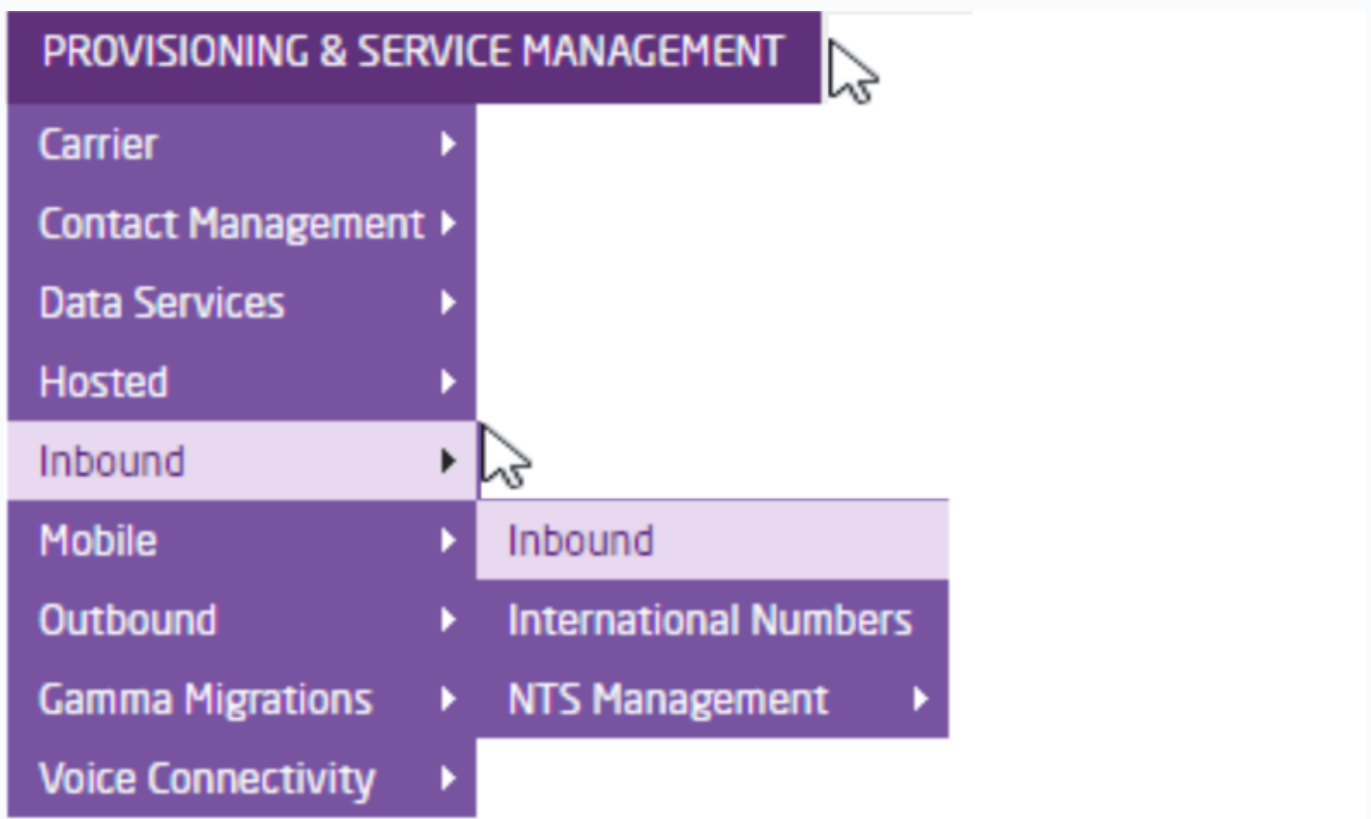
Ordering Inbound

Ordering Inbound is easy and can be completed on the [Gamma Portal](#) in a number of easy steps.

Step 1

Log onto the Gamma Portal and go to the Inbound Management Screen (Provisioning and Service Management > Inbound > Inbound)

If you do not have access to this area please contact your BDM who will update your permissions.




Step 2

Select the relevant account from the drop down menu then click 'Add New Company' on the bottom left hand corner.

Inbound Account Management

Use this screen to manage and add new company accounts. Controls to edit company details, delete a company, and order products can be found to the right of the user information in the drop down box.

Account:

Inbound Number (Optional): 

Records Per Page:

 Search

 Add New Company

 Update Reseller Logo

 Download 



Any numbers you wish to allocate to a MyInbound account must be reserved to your account on the portal. Additional numbers can be reserved under Provisioning and

service management > Inbound > NTS Management > Reserve NTS Numbers


Step 3

Allocate one or more numbers for use with this account.

The easiest way to search for a number is to select 'Full Number' and enter the number(s) you wish to allocate, you can do this one at a time. You can also search


using the other options consistent with the rest of the portal, % is allowed as a wildcard.

Number Search

Reseller Account: 

Search Type: Non geographic Geographic Full Number All Ported In

Non-geographic prefix: Subsequent digits: Block Size:

 Search

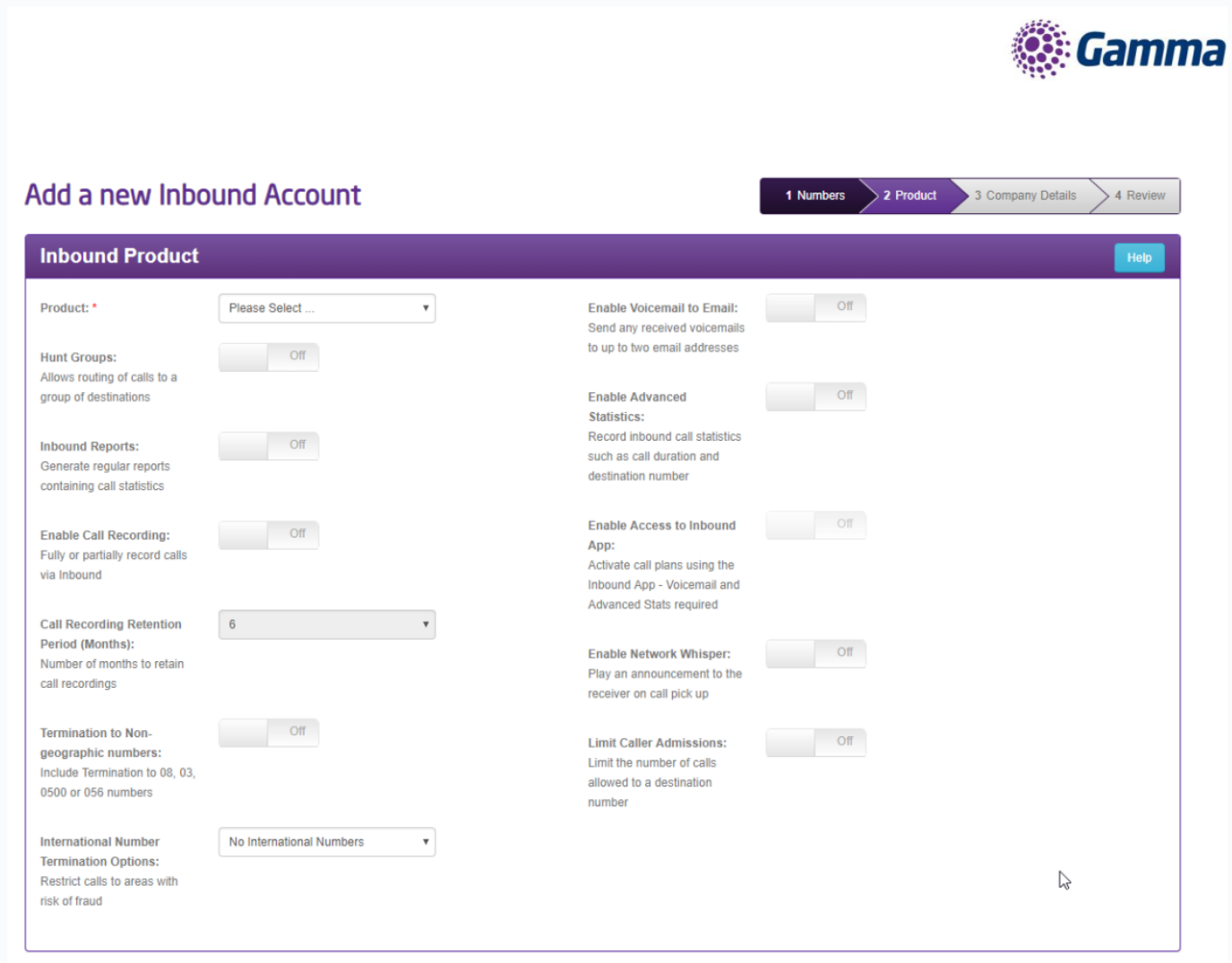
Step 4

When you have selected the numbers you want you can select the product and additional features

required.

Additional features are optional extras that can be added to any of the products.

Product - This is the product the Account will be set up with, either Contact Point, Contact Path, Contact Pro, Business Continuity.



The screenshot shows the 'Add a new Inbound Account' configuration page for Gamma. The page is titled 'Add a new Inbound Account' and is part of a four-step process: 1 Numbers, 2 Product (current step), 3 Company Details, and 4 Review. The 'Inbound Product' section is active, showing various configuration options for the product. The options are organized into two columns. The left column includes: 'Product' (a dropdown menu with 'Please Select ...'), 'Hunt Groups' (a toggle switch set to 'Off'), 'Inbound Reports' (a toggle switch set to 'Off'), 'Enable Call Recording' (a toggle switch set to 'Off'), 'Call Recording Retention Period (Months)' (a dropdown menu set to '6'), 'Termination to Non-geographic numbers' (a toggle switch set to 'Off'), and 'International Number Termination Options' (a dropdown menu set to 'No International Numbers'). The right column includes: 'Enable Voicemail to Email' (a toggle switch set to 'Off'), 'Enable Advanced Statistics' (a toggle switch set to 'Off'), 'Enable Access to Inbound App' (a toggle switch set to 'Off'), 'Enable Network Whisper' (a toggle switch set to 'Off'), and 'Limit Caller Admissions' (a toggle switch set to 'Off'). Each toggle switch has a description of the feature. A 'Help' button is located in the top right corner of the configuration area.

Step 5

From here you can input the Company Details as follows:

Add a new Inbound Account

1 Numbers

2 Product

3 Company Details

4 Review

Company Details

Company Name: *	<input type="text"/>
Login Name: * 	<input type="text"/>
User First Name: *	<input type="text"/>
User Last Name: *	<input type="text"/>
User Email: *	<input type="text"/>

- Login Name: This is the administrator login for the account. This will be used to access Point my Number from MyInbound.com
- Users First/Last Name: This is the name of the person administering the account
- User Email: This is the email address for the Administrator - reset passwords and notifications will be sent here.

Step 6

When you've entered your Company Details there's an opportunity to review your selection before pressing "submit".

Inbound number	Number Type
033	Non-Geographic
033	Non-Geographic

Company

Reseller Account: XXXX - Gamma Test 1 - 44000169
 Company Name: jkjkjk
 Login Name: jkjkjkljlllll
 User Full Name: iului uiui
 User Email: @gamma.co.uk
 Product: **Contact Point**

Features

Hunt Groups: **No**
 Inbound Reports: **No**
 Enable Call Recording: **No**
 International Number Termination: **No International Numbers**
 Termination to 08, 03, 0500 or 056 numbers: **No**
 Enable Voicemail to Email: **No**
 Enable Advanced Statistics: **No**
 Enable Access to Inbound App: **No**
 Enable Network Whisper: **No**
 Limit Caller Admissions: **No**

← Back **Submit**

You have successfully created an account on MyInbound and allocated numbers to it. An e-mail will be sent shortly to the e-mail address provided confirming the logon

details, you can use these to log in at www.myinbound.com and create your first call plan.

Specific Number Selection

To request a specific Geographic Number

If you would like to search for a specific geographic number, then you can use our Gamma Number Search under Help and Support on the Gamma Portal. This will allow you to search for new available numbers and also view numbers currently allocated to your account that are not in use.

For further instructions and charges, please see the Gamma Number Policy document which can be found on the Gamma Academy.

To request a specific Non- Geographic Number

If you require a specific non-geographic number then you should complete the Non-geographic

Number Form on the Numbering Navigator. This is available by going to Help and Support and Numbering Navigator and selecting option 3 (I know what form I need) and then select the Non-geographic number form.

For further instructions, please see the numbers and porting guides.