Adding an account:

Enter in Area Code and first 3 digits (if applicable) and pick a number

Click

General

Tracking Number

6307082966

Destination Number

6306609336

Channel

Web ▼

Campaign Type

Website Organic ▼

Numbers to be replaced

Any number ▼

Campaign Name

Test Phone Number

☑ Enables recording

Call Leads

Number	Destination Number	Campaign	Campaign Type	Recording	Rewrite Str
(630) 708-2966	(630) 660-9336	Test Phone Number	Website Organic	Yes	

REPLACE PHONE NUMBER ON WEBSITE / PORTAL / ETC. WITH NEW NUMBER

EMAIL CLIENT SET UP GUIDE AND NEW PHONE NUMBER

- All calls into this number will be recorded
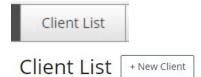- Calls take about 5 minutes to appear

- Can view and mark calls as Conversion and call reason and caller type in portal
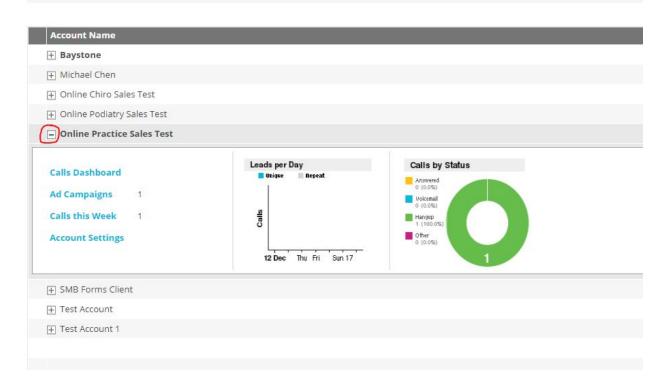
Removing an account:

https://marchex.io/clients/report/dashboard?acc=Ch4Nl1oe5dQJEwAZ
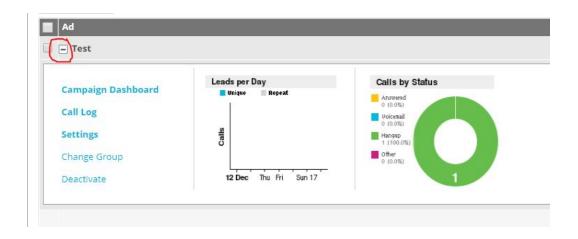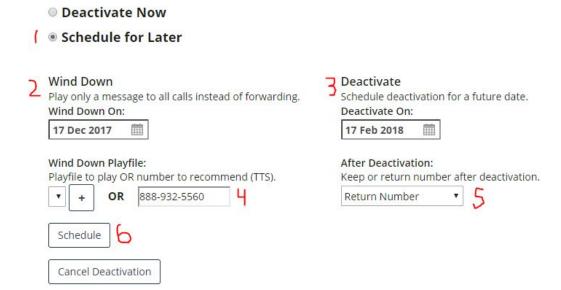
ostanger@officite.com
Baystone55!

Click

Click

Click

Deactivate

1. Schedule for later
2. Choose Wind Down Date
3. Choose Deactivation Date
4. Enter in Client's REAL practice number
5. Return Number
6. Schedule

Disable Campaign

WARNING: Deactivating a campaign reverts several settings and hides call data from reporting.

Campaign currently scheduled to Wind Down on 18 Dec 2017

Campaign currently scheduled to Deactivate on 18 Feb 2018

○ **Deactivate Now**

1 ◉ **Schedule for Later**

2 **Wind Down**
Play only a message to all calls instead of forwarding.
Wind Down On:

| 17 Dec 2017 | 🗓 |

Wind Down Playfile:
Playfile to play OR number to recommend (TTS).

| ▼ | + | OR | 888-932-5560 | 4

3 **Deactivate**
Schedule deactivation for a future date.
Deactivate On:

| 17 Feb 2018 | 🗓 |

After Deactivation:
Keep or return number after deactivation.

| Return Number | ▼ | 5

[Schedule] 6

[Cancel Deactivation]

REPLACE PHONE NUMBER ON WEBSITE / PORTAL / ETC. WITH OLD NUMBER