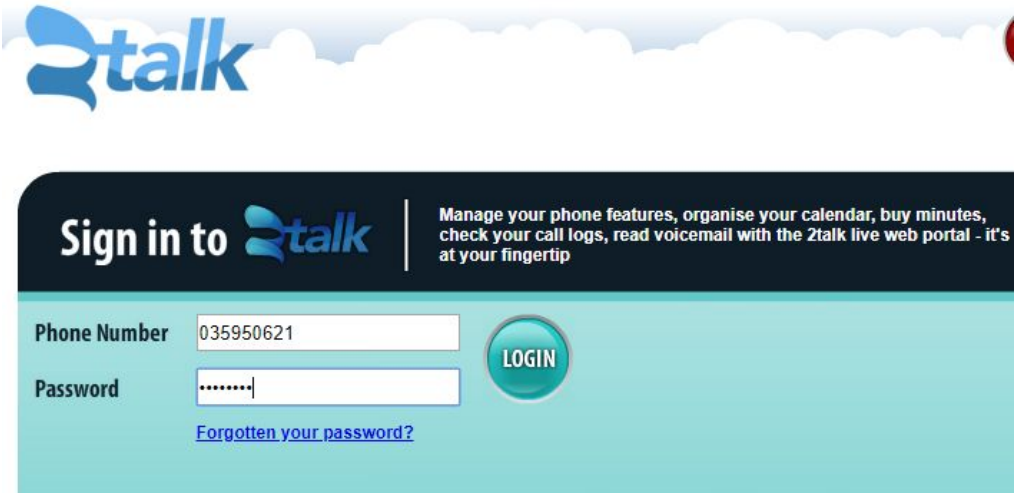
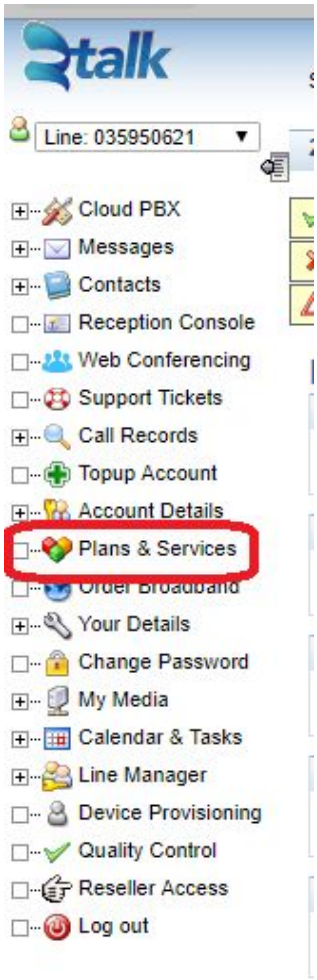
Add a standard NZ local number to a 2talk account

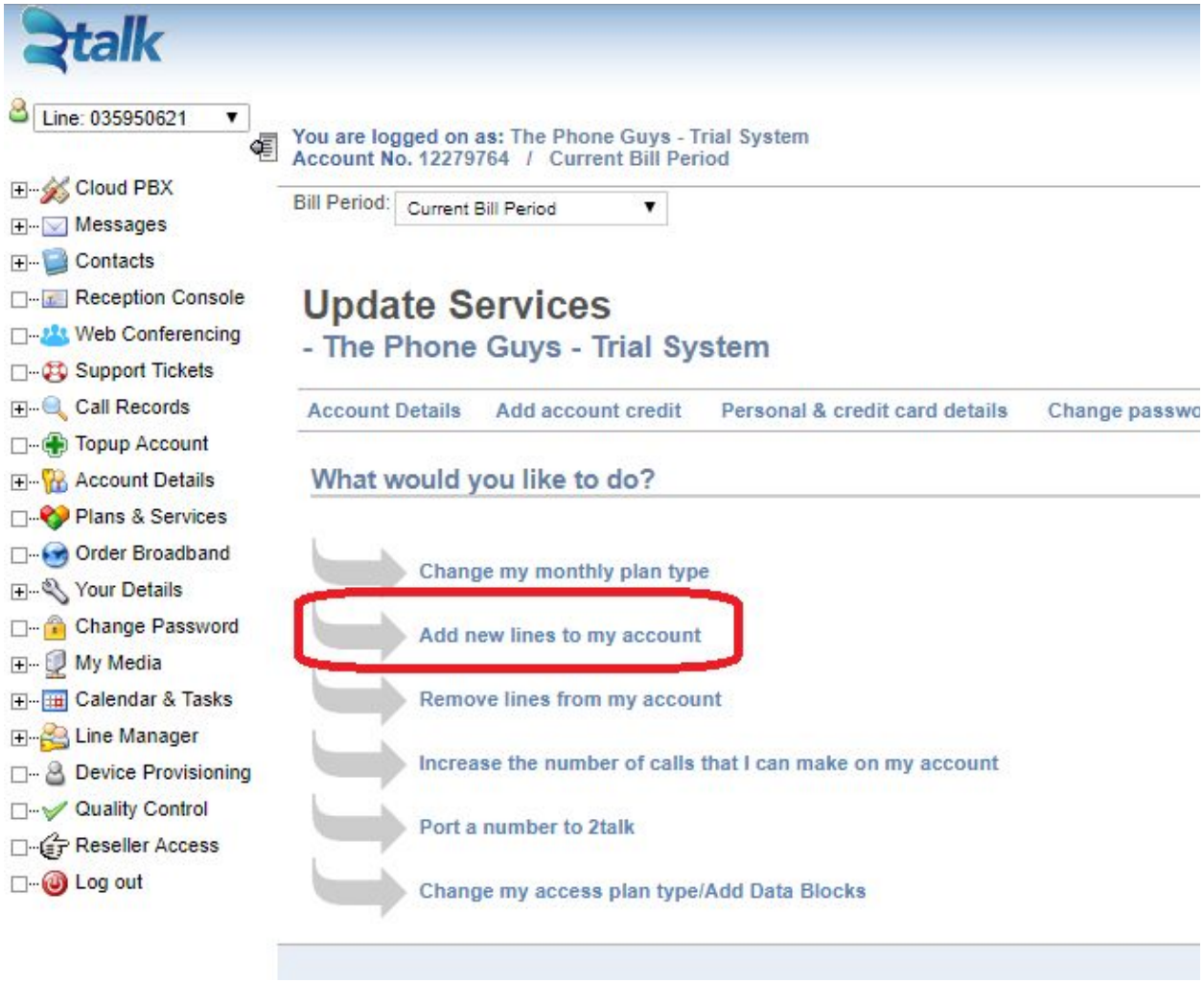
1. Go to www.2talk.co.nz/login.html
2. Enter the 2talk phone number & password like below & click **LOGIN**



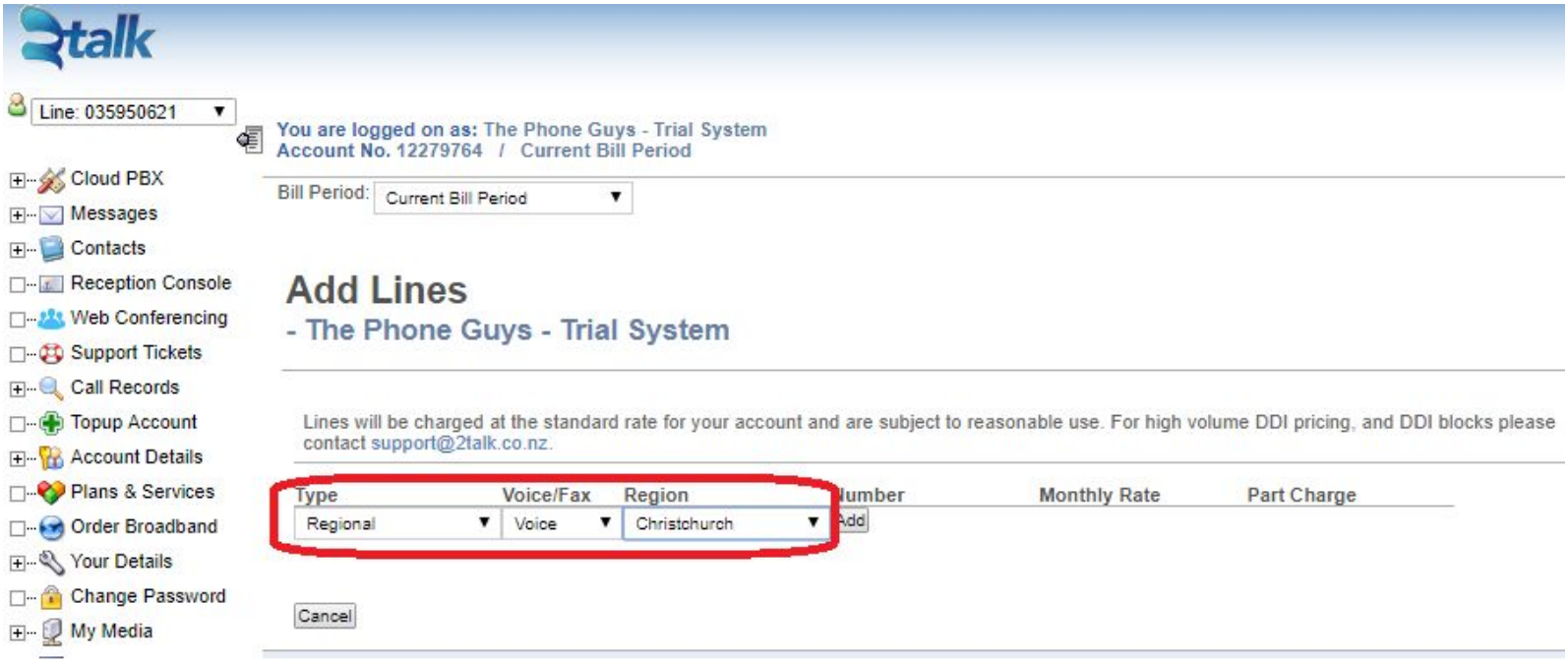
3. Click **Plans & Services**



4. Click **Add new lines to my account**

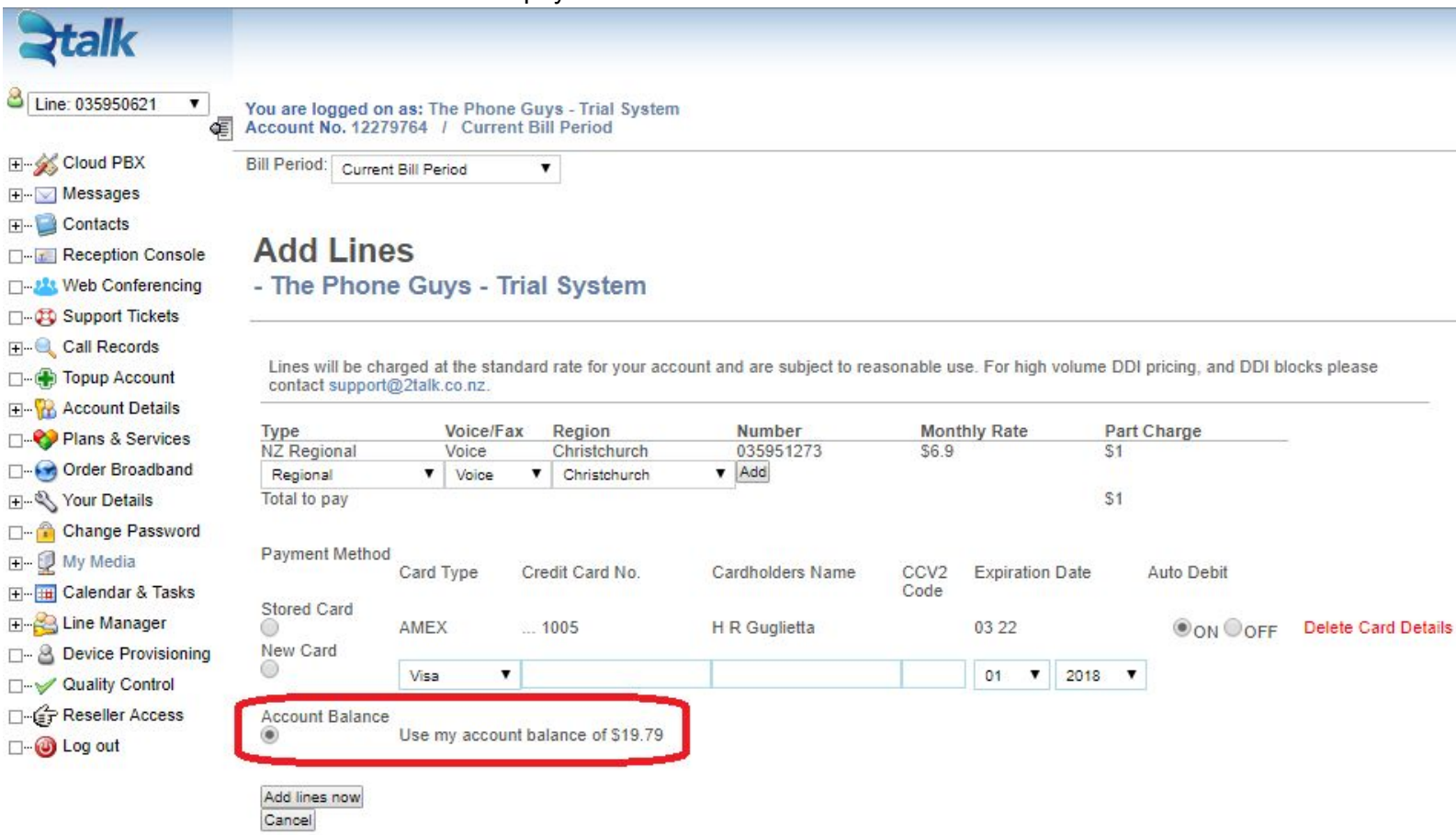


5. Under “Type” select **Regional**. Under “Voice/Fax” select **Voice**. Under “Region” select the location you will be wanting to acquire a number for. In this example **Christchurch** is chosen.

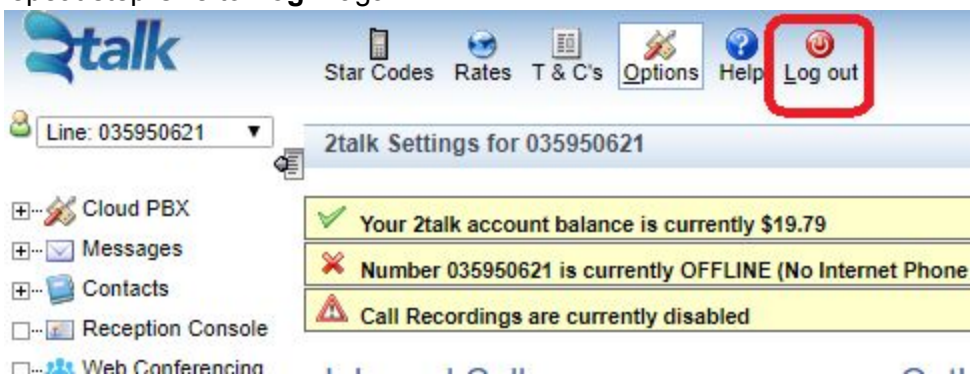


6. Click **Add** under “Number” - *You can repeat step Five to add more lines if you are wanting more that just one.*

7. To pay for the new line there are three options
    a. “Stored Card” which will debit the card that is stored on the 2talk account (which is used to top the account balance).
    b. “New Card” this option would allow for a different card to be used to pay for the number purchase
    c. **Account Balance** is the option we will be choosing - this option uses the balance on the account to pay for the initial cost of the number.



8. Take note of the numbers that you have just generated. Click **Add Lines Now** to add. You will be sent back to the main “Cloud PBX” screen. Your numbers won’t show in the drop down box in the top left part of the screen just yet. You will need to **Log out** & repeat step One to **Login** again.



9. You can now check your new number from the drop menu in the top left part of the screen.