


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**



Sign in to **2talk**

Manage your phone features, organise your calendar, buy minutes, check your call logs, read voicemail with the 2talk live web portal - it's at your fingertip

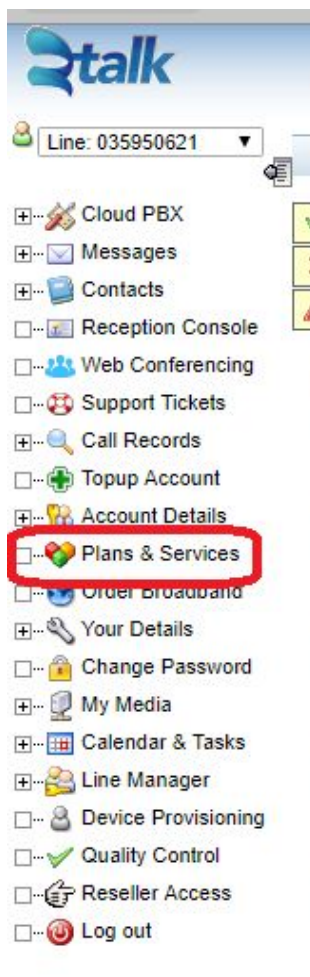
Phone Number

Password

[Forgotten your password?](#)

LOGIN

3. Click **Plans & Services**



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

The screenshot shows the 2talk account management interface. On the left is a sidebar with various service options, each preceded by a plus icon and a checkbox. The main content area is titled 'Update Services - The Phone Guys - Trial System'. Below the title are navigation links: 'Account Details', 'Add account credit', 'Personal & credit card details', and 'Change password'. A section titled 'What would you like to do?' contains a list of actions, each preceded by a right-pointing arrow. The action 'Add new lines to my account' is highlighted with a red rectangular border. Other actions include 'Change my monthly plan type', 'Remove lines from my account', 'Increase the number of calls that I can make on my account', 'Port a number to 2talk', and 'Change my access plan type/Add Data Blocks'.

2talk

Line: 035950621 ▼

You are logged on as: The Phone Guys - Trial System
Account No. 12279764 / Current Bill Period

Bill Period: Current Bill Period ▼

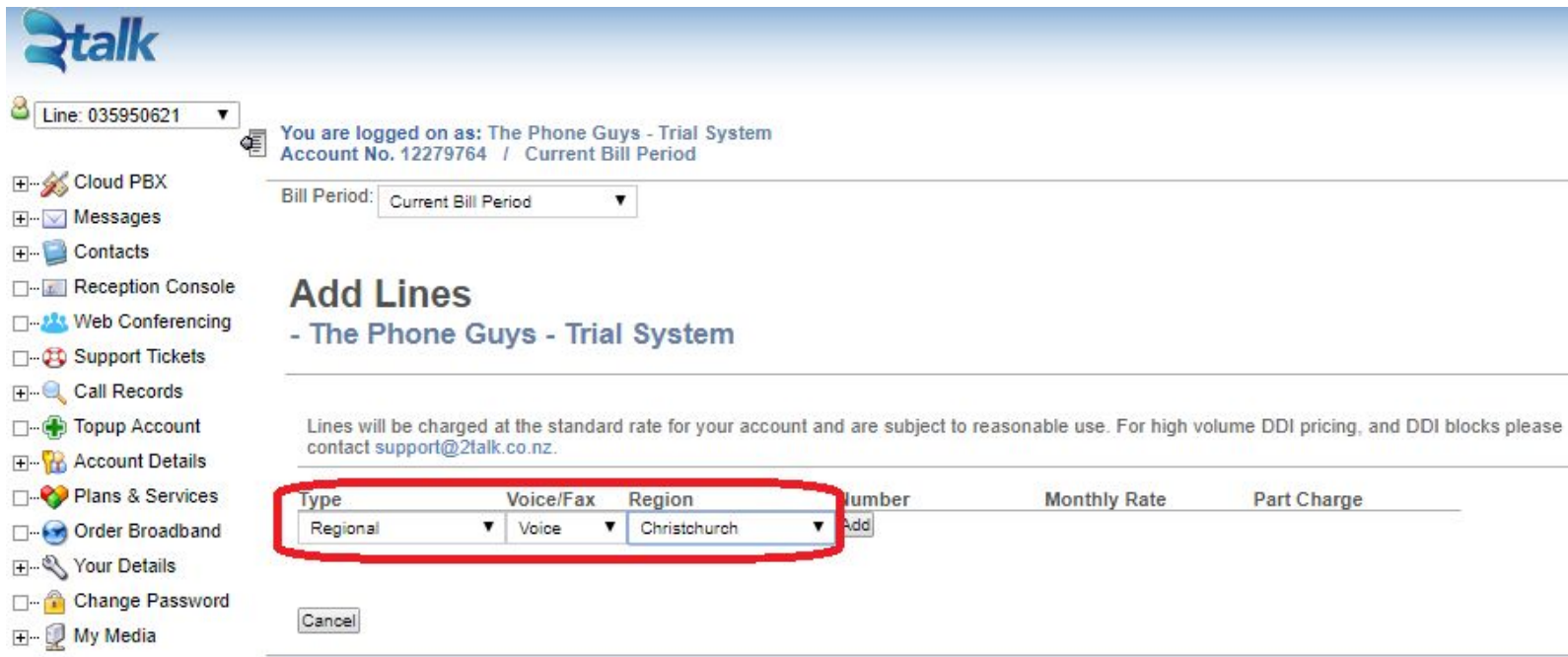
Update Services
- The Phone Guys - Trial System

Account Details Add account credit Personal & credit card details Change password

What would you like to do?

- Change my monthly plan type
- Add new lines to my account**
- Remove lines from my account
- Increase the number of calls that I can make on my account
- Port a number to 2talk
- Change my access plan type/Add Data Blocks

- 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.



2talk

Line: 035950621

You are logged on as: The Phone Guys - Trial System
Account No. 12279764 / Current Bill Period

Bill Period: Current Bill Period

Add Lines

- The Phone Guys - Trial System

Lines will be charged at the standard rate for your account and are subject to reasonable use. For high volume DDI pricing, and DDI blocks please contact support@2talk.co.nz.

Type	Voice/Fax	Region	Number	Monthly Rate	Part Charge
Regional	Voice	Christchurch	<input type="button" value="Add"/>		

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

The screenshot shows the 2talk web interface. On the left is a sidebar with navigation links: Cloud PBX, Messages, Contacts, Reception Console, Web Conferencing, Support Tickets, Call Records, Topup Account, Account Details, Plans & Services, Order Broadband, Your Details, Change Password, My Media, Calendar & Tasks, Line Manager, Device Provisioning, Quality Control, Reseller Access, and Log out. The main content area is titled 'Add Lines - The Phone Guys - Trial System'. It shows a 'Bill Period' dropdown set to 'Current Bill Period'. Below this is a table with columns: Type, Voice/Fax, Region, Number, Monthly Rate, and Part Charge. The table contains one row for 'NZ Regional' with a 'Voice' service in the 'Christchurch' region, number '035951273', a monthly rate of '\$6.9', and a part charge of '\$1'. Below the table is a 'Total to pay' of '\$1'. Under the 'Payment Method' section, there are three options: 'Stored Card' (selected), 'New Card' (with a Visa card details form), and 'Account Balance' (highlighted with a red box). The 'Account Balance' option shows 'Use my account balance of \$19.79'. At the bottom of the payment section are 'Add lines now' and 'Cancel' buttons.

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.

The screenshot shows the 2talk web interface after logging out. The top navigation bar includes links for Star Codes, Rates, T & C's, Options, Help, and Log out (highlighted with a red box). The main content area is titled '2talk Settings for 035950621'. It displays three status messages: 'Your 2talk account balance is currently \$19.79' (with a green checkmark), 'Number 035950621 is currently OFFLINE (No Internet Phone)' (with a red X), and 'Call Recordings are currently disabled' (with a red warning triangle). The left sidebar remains the same as in the previous screenshot.

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