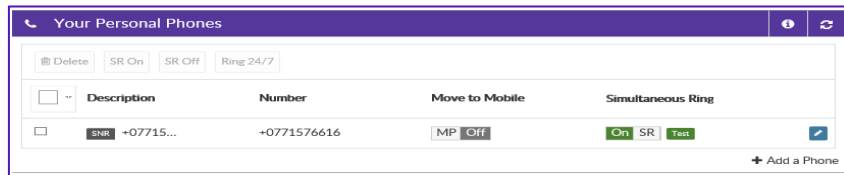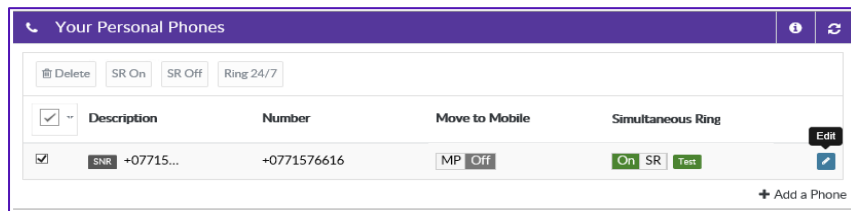# Single Number reach – User Self-Care Portal

Single Number Reach (SNR)

Allows you to create a remote destination number and associate one or more internal extensions or external numbers to your number. For example, if Single Number Reach is enabled, phone calls received by your extension are forwarded to a phone number configured under the Single Number Reach account, for example your mobile or home phone number.

NB: If SNR isn't enabled yet as an active feature, please follow internal processes to request access.
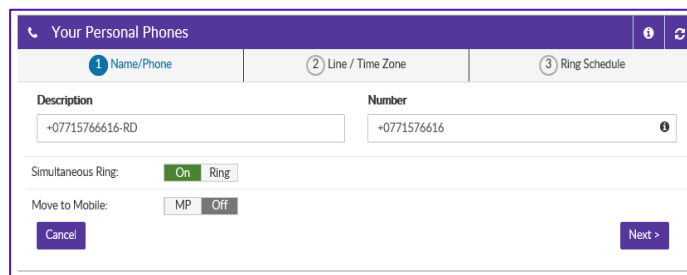

Select an Existing Profile and the Pencil Edit Icon to Modify Existing settings
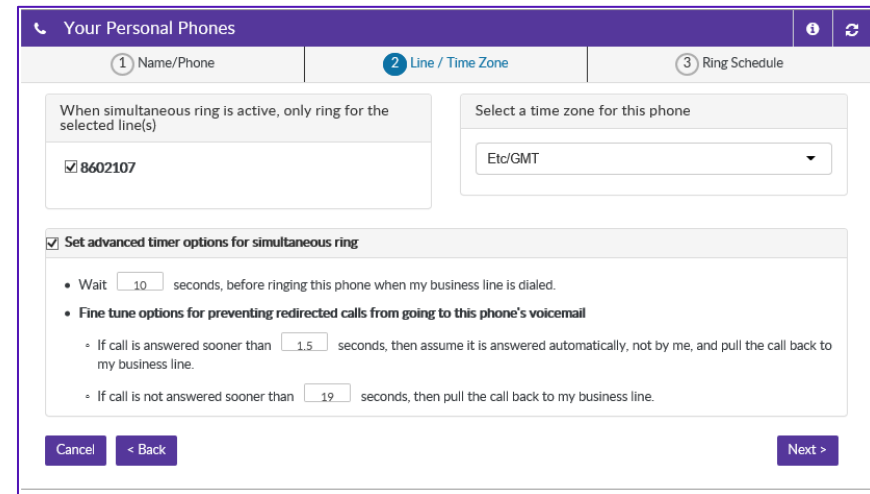Or Click '+ Add a Phone' to add additional Alternate Numbers

You can modify settings and add a timer schedule for SNR to be active (i.e. only during working hours)
Click Edit

Add the Telephone
Number of the Mobile or
Line to be called
Switch On/Off SNR
Switch On/Off Move to
Mobile
Click Next
Tick – Set Advanced
Timer Options

Change the Delay Timers as applicable
Click Next

Edit the Ring
Schedules to
change when the
SNR is active

Select Weekdays
and Week Hours or
24/7 as applicable

Click Save