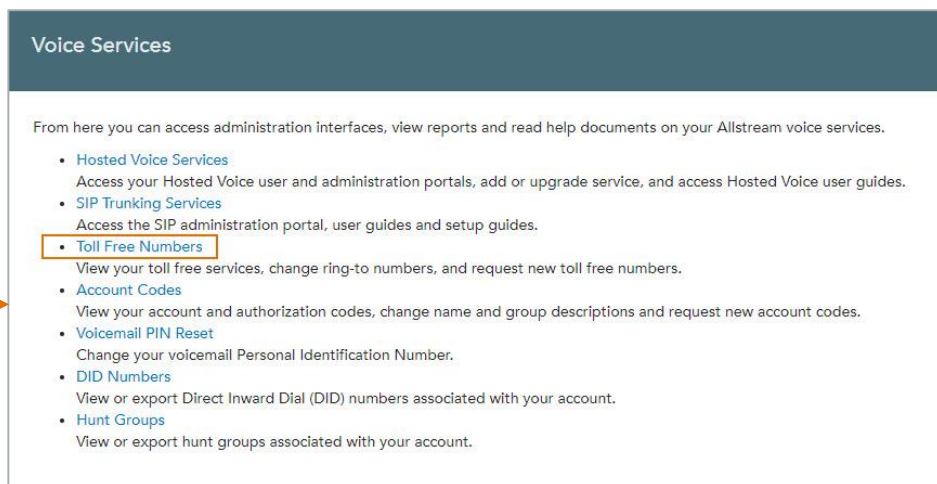
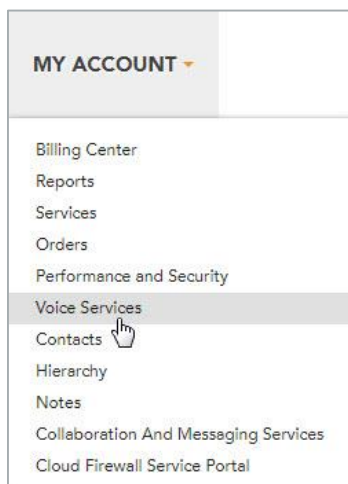


Updating Toll-Free Ring-To Numbers

Allstream Portal Quick Start Guide

The Allstream portal allows you to update toll-free ring-to numbers without having to contact your Allstream service representative.

Note: Toll-free or international numbers cannot be designated as Ring-To numbers.



1. Select **Voice Services** from the **MY ACCOUNT** drop-down list.

2. Click **Toll Free Numbers** on the **Voice Services** page to open the **Toll-Free Numbers** page.

3. On the **Toll-Free Numbers** page, filter the list of numbers as needed. Check the box next to one or more numbers you want to update, or check the box in the column header to select all numbers and click the **Edit Selected Rows** icon at the top of the page to open the **Request Toll-Free Number Change** dialog.

4. On the **Request Toll-Free Numbers Change** dialog, make sure that your contact information is current.

5. Update the **Ring-To Number** for each toll-free number as needed and click **SEND REQUEST**. A confirmation message displays. The **Toll Free Numbers** page displays the updated numbers as **PENDING** until the requests are processed.

A screenshot of the 'Request Toll-Free Number Change' dialog box. The dialog has a title bar with a close button (X). It contains the following fields: Name (Steve Miller), Phone (360-555-5555), Email (SMiller@email.com), Toll Free Number ((866) 866-8866), and Ring To Number ((360) 555-4141). At the bottom right, there are two buttons: 'CANCEL' and 'SEND REQUEST'.