

# Managing Extensions

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# Viewing Extensions

The Extensions page displays all of the Extensions in your business.

The screenshot shows the 'Business Group Admin Portal' interface. On the left is a teal sidebar with a navigation menu. The main content area is white with a teal header bar. The 'Extensions' page title is displayed, followed by a brief description. Below this are control buttons for 'Delete Selected', 'Add Range', and 'Add'. A search bar is present above a table. The table contains one entry for an extension range. The user's name 'Henry Jackson' is visible in the top right corner.

**Business Group Admin Portal** Henry Jackson

## Extensions

Extensions allow your users to quickly dial other numbers in the Business Group. The table below shows the extensions currently in operation.

Delete Selected Add Range Add

Count of extensions: 1

<input type="checkbox"/>	Ext.	Telephone Number
<input type="checkbox"/>	1000 - 1003	01132991000 - 01132991003

Search for...

# Adding Extensions

To create a single new Extension, follow these steps:

1. Click on Add.
2. Enter the number of the Extension to add.
3. Enter the telephone number of the line in your business that this Extension should map to.
4. Click on Add.

## Add Single

To configure a single extension, enter the extension code and the telephone number, and then click Add.

Extension:

Telephone Number:

Add

Cancel

To create a new Extension range, follow these steps:

1. Click on Add Range.
2. Enter the first and last Extension numbers to add.
3. Enter the telephone number of first line in your business that this Extension range should map to.
4. Click on Add.

## Add Range

To configure a range of extensions, enter the first and last codes and the first telephone number that the range maps to, and then click Add.

Range of Extensions:

 - 

First Telephone Number:

Add

Cancel

# Modifying Extensions

To modify an existing Extension, follow these steps:

## Add Range

To configure a range of extensions, enter the first and last codes and the first telephone number that the range maps to, and then click Add.

Range of Extensions:  -

First Telephone Number:

1. Click on either the Extension number or the phone number of the Extension.
2. Modify the details.
3. Click on Save.

## Add Range

To configure a range of extensions, enter the first and last codes and the first telephone number that the range maps to, and then click Add.

Range of Extensions:  -

First Telephone Number:

To modify an existing Extension range, follow these steps:

1. Click on either the Extension range numbers or the phone numbers the Extension range dials.
2. Modify the details.
3. Click on Save.

## Add Range

To configure a range of extensions, enter the first and last codes and the first telephone number that the range maps to, and then click Add.

Range of Extensions:  -

First Telephone Number:

To delete Extensions and Extension ranges, follow these steps:

1. Select the Extension or Extension range using the checkbox to the left of the Extension or Extension range.
2. Click on the Delete Selected

## Extensions

Extensions allow your users to quickly dial other numbers in the Business Group. The table below shows the extensions currently in operation.

<input type="button" value="Delete Selected"/>		<input type="button" value="Add Range"/>	<input type="button" value="Add"/>
			Count of extensions: 8
<input type="checkbox"/>	Ext.	Telephone Number	
<input type="text" value="Search for..."/>			
<input checked="" type="checkbox"/>	038	01132990038	
<input type="checkbox"/>	039	01132990039	
<input checked="" type="checkbox"/>	040	01132990040	
<input checked="" type="checkbox"/>	041	<a href="#">01132990041</a>	
<input type="checkbox"/>	042	01132990042	