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: 3001 - 3006

First Telephone Number: 01132900021

[Add] [Cancel]

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: [ ]

[Add] [Cancel]

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: 3001 - 3006

First Telephone Number: 01132900021

[Add] [Cancel]

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.

| Delete Selected | | Add Range | Add |

Count of extensions: 8

	Ext.	Telephone Number
	Search for...	
☑	038	01132990038
☐	039	01132990039
☑	040	01132990040
☑	041	01132990041
☐	042	01132990042

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| Delete Selected | | Add Range | Add |

	Ext.	Telephone Number