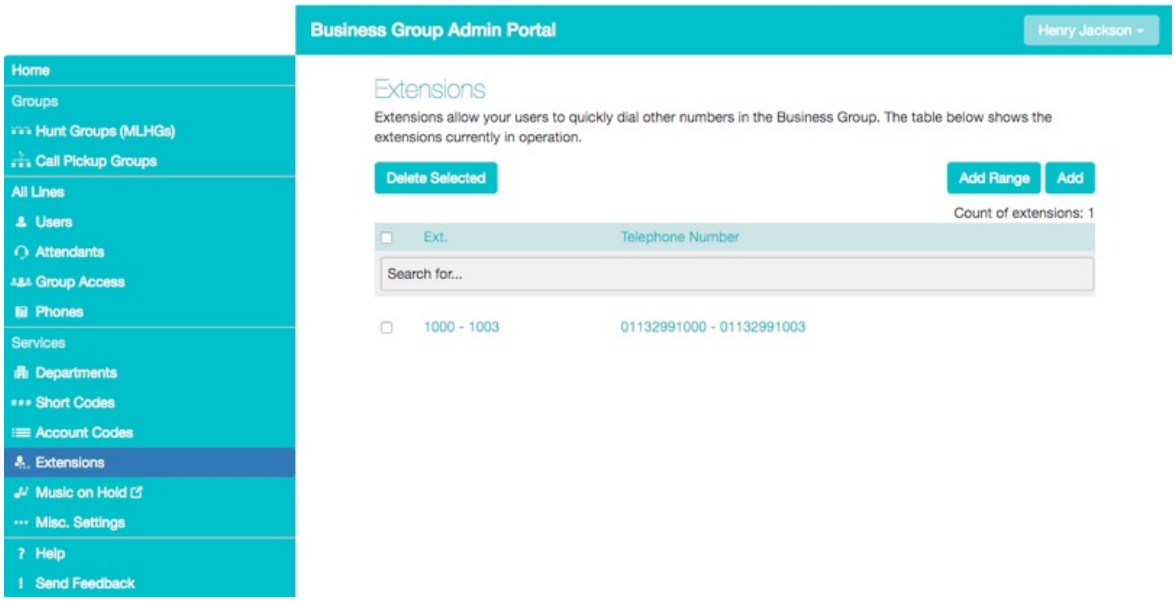
Managing Extensions

- Viewing Extensions
- Adding Extensions
- Modifying Extensions

Viewing Extensions

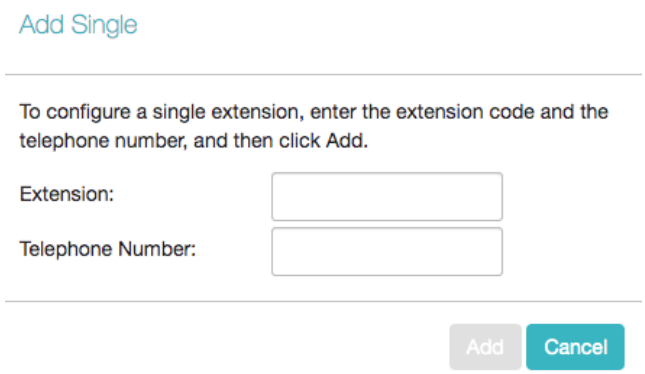
The Extensions page displays all of the Extensions in your business.



Adding Extensions

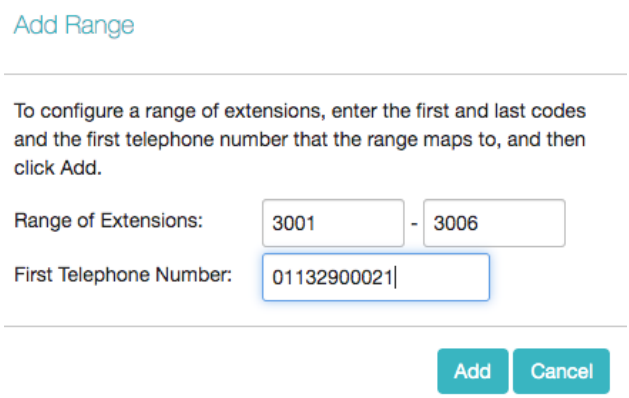
To create a single new Extension, follow these steps:

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.



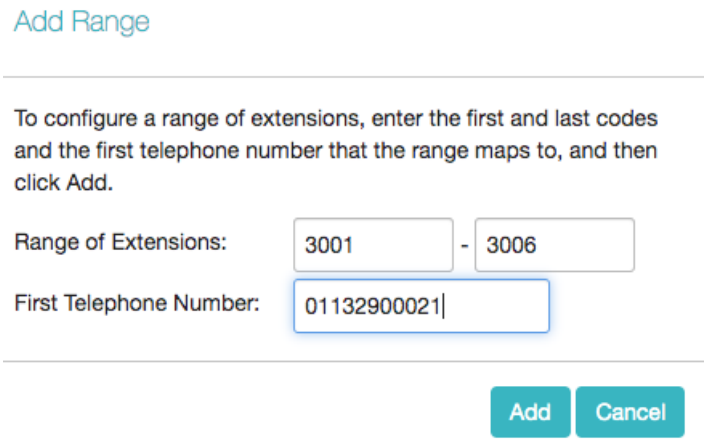
To create a new Extension range, follow these steps:

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.

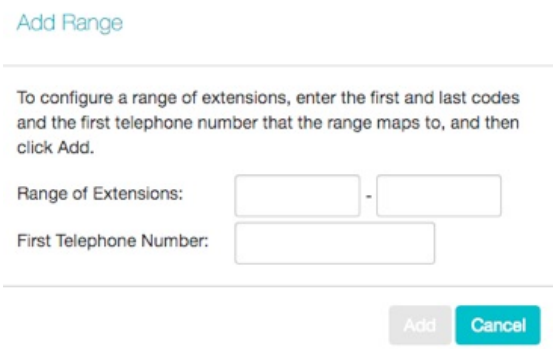


Modifying Extensions

To modify an existing Extension, follow these steps:

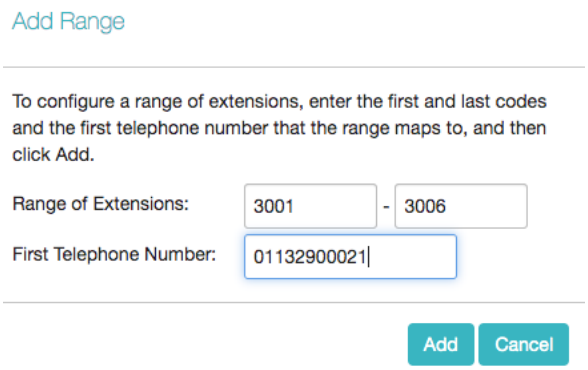


1. Click on either the Extension number or the phone number of the Extension.
2. Modify the details.
3. Click on Save.



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.



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