

# 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

🕒 Revision #1

★ Created Tue, Mar 10, 2020 9:27 AM by [Admin](#)

✎ Updated Thu, May 7, 2020 6:50 AM by [Admin](#)