



How to use the Extensions Tab

The Extensions page shows all Extensions currently in operation in a Business Group.

An Extension allows your users to quickly dial another number within the Business Group, without having to dial the full telephone number.

This page consists of the following functions.

- Extensions Configuration
- Add an Extension
- Add an Extension Range
- Remove an Extension or Extension Range

EXTENSIONS CONFIGURATION

Each row in the table shows the following for each Extension or Extension Range.

- Extension. This is either a single code or a range of codes.
- Telephone Number. This is the telephone number that the Extension maps to. For a range it is the range of telephone numbers that the Extension Range maps to.

ADD AN EXTENSION

To add an Extension to the Business Group.

- Click **ADD**.
- Enter a new Extension.
- Enter a telephone number that the Extension maps to.
- Click **ADD**.

ADD AN EXTENSION RANGE

To add a range of Extensions to the Business Group.

- Click **ADD RANGE**.
- Enter the first and last Extensions.
- Enter the first telephone number that the range maps to.
- Click **ADD**.

REMOVE AN EXTENSION OR EXTENSION RANGE

To remove an Extension or Extension Range.

- Select all Extensions, or Extension Ranges with the top checkbox, or select one or more Extensions or Extension Ranges with the individual checkboxes.
- Click **REMOVE SELECTED** to make the change.