



# How to use the MADNs Tab

The MADNs (Multiple Appearance Directory Numbers) page shows all MADNs in a Department.

A MADN is an external number that can be used to access multiple lines within a Business Group, so that all free lines associated with the MADN ring when the number is dialed.

This page consists of the following functions.

- Select a Department
- Move MADNs between Departments
- MADN Configuration
- View MADN Members and Other Settings
- View Call Manager Configuration

## SELECT A DEPARTMENT

Use the *MADNs in Department* input box to select the Department to show the MADNs for.

A Department defines a section of a Business Group to which Lines and other functions, such as MADNs and Short Codes, can be assigned. Administrator privileges for the Department can be assigned to a particular Business Group Line, without giving the Line access to the whole Business Group.

If you wish to add a Department, please contact your service provider.



## MOVE MADNS BETWEEN DEPARTMENTS

To move MADNs between Departments.


- Select all MADNs with the top checkbox, or select one or more MADNs with the individual checkboxes.
- Select the department to move the MADNs to, using the Move Selected To input box.
- Click **MOVE** to make the change.

## MADN CONFIGURATION


Each row in the table shows the following for each MADN.

- Telephone number.
- Extension.
- Number of lines in the MADN.
- View MADN members and Other Settings  icon.
- View Call Manager  icon.

## VIEW MADN MEMBERS AND OTHER SETTINGS

To view the MADN members and other settings for the MADN, click the  icon.

## VIEW CALL MANAGER CONFIGURATION

To view the Call Manager configuration for the MADN line, click the  icon.