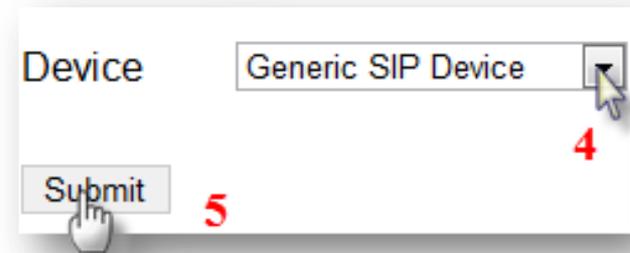
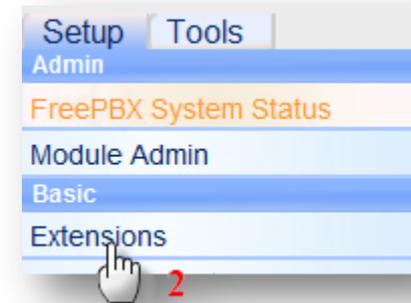


## Adding a new extension for an employee or department

1. Log into your PBX using the admin portal.
2. Select "Extensions". Setup->Basic->Extensions
3. Select "Add Extension".
4. Choose "Generic SIP Device" from the drop down menu (default), and
5. click Submit
6. Type in User Extension. This is the extension number to dial to reach this user.  
TIP: most companies use 3 or 4 digit numbers
7. Type in "Display Name". This is the caller ID for internal (Sip phone to SIP phone) calls only. This name will not be displayed on calls outside our network, e.g., mobile phones). Only enter name, NOT number.
8. Type in your "SIP Alias". This is the same as your "User Extension". E.g. 101



User Extension	101	6
Display Name	John Sample	7
CID Num Alias		
SIP Alias	101	8

9. Under Extension Options, you can enter in your Outbound Caller ID for this extension. This number will be displayed to both internal and external phones

**Tip: By entering your Number in this field, you override the main caller ID setup.**

Leave Call Waiting and Call Screening fields as is. Your employee can change these, if needed, from their User Portal.

Extension Options	
Outbound CID	9 <4155551234>
Ring Time	Default
Call Waiting	Enable
Call Screening	Disable
Pinless Dialing	Disable
Emergency CID	

10. Enter in your “secret” password, that will be provisioned into the SIP phone. This password must include:

- at least one lower case letter,
- one upper case letter
- one number, and
- contain at least 8 alphanumeric digits

Device Options	
This device uses sip technology.	
secret	testRC555
dtmfmode	rfc2833

11. To add Voicemail box to this extension:
- Status must be “Enabled”
  - Enter a password (the extension #, for instance)
  - Enter an employees email (to notify voicemail has arrived)
  - Choose “yes” to:
    - Send voicemail .wav file along with notification email.
    - Play the caller’s ID before message is heard.
    - Play date and time of the message

Voicemail & Directory

Status	Enabled <b>a</b>
Voicemail Password	101 <b>b</b>
Email Address	test@buildextension.net <b>c</b>
Pager Email Address	
Email Attachment	<input checked="" type="radio"/> yes <input type="radio"/> no
Play CID	<input checked="" type="radio"/> yes <input type="radio"/> no
Play Envelope <b>d</b>	<input checked="" type="radio"/> yes <input type="radio"/> no
Delete Voicemail	<input type="radio"/> yes <input checked="" type="radio"/> no

12. Click “Submit”



13. Click “Apply Configuration Changes”



14. Click “Continue with Reload”

