

KB - Extensions: Changing Users

1.
 1. Logging into the PBX
 2. **Setup>Extension>Manage**
 3. Edit the Extension the new user is getting
 1. First Name
 2. Last Name
 3. Email
 4. Verify the Emergency Location (If the phone is being physically moved this needs to be updated)
 5. Change password: *ClientInt[Xxx] + # + MM/DD* (Ex: ██████████)
 6. Change Pin: *0+Ext* (Ex: 1010 = 01010)
 4. **Save SIP Extension** (*Not done yet*)
 5. Click "Login as this User"
 6. **Voicemail/Fax>Voicemail>Voicemail Options**
 7. Click "Voicemail Notifications"
 8. Edit "External" with the new users email address
 9. **Save Voicemail Notification**
10. **Now** you're done