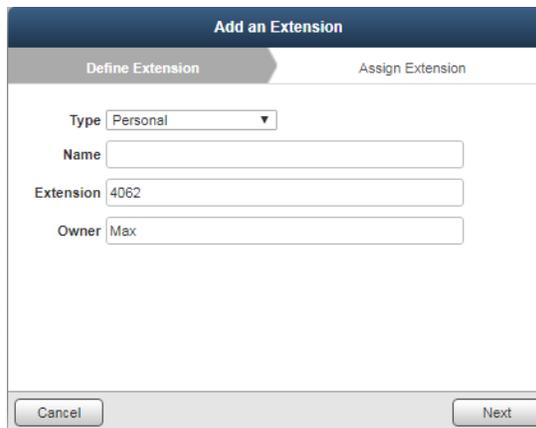


How to Create an Extension:

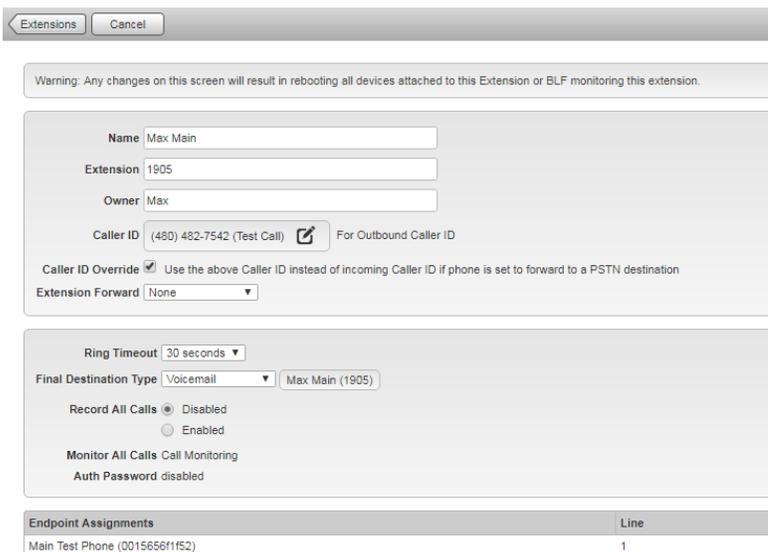
1. Go to the “Extensions” page on the Absolute VOICE dashboard.
2. Click on the gear cog right above the search button, and click “Add,” and the following window will be displayed:

- a. **Type:** The extension type being created, personal is selected as the default option.
- b. **Name:** Name of the extension.
- c. **Extension:** Extension number, can be between 3-6 digits.
- d. **Owner:** The user that owns the extension. This is important for voicemail purposes, less so for other call flow extensions.



3. Once you choose a type, enter a name, and confirm the extension number and owner, press “Next” and another screen pops up asking if you want to associate your new extension with a device or a public number. We recommend not doing either of those actions from this screen. When finished, click “Finish” and it will create your extension and that’s it!

Personal Extension Options:



Name: Extension Name.

Extension: Extension number.

Owner: User that owns extension.

Caller ID: The number that the extension displays when calling outbound, can be adjusted.

Ring Timeout: Ring time of the extension before final destination.

Final Destination Type: Where callers go if unanswered. Choices are: extension, personal number, voicemail, none (busy signal).

Endpoint Assignments: What device the extension is assigned to.