

# How do I view the extensions available to my group?

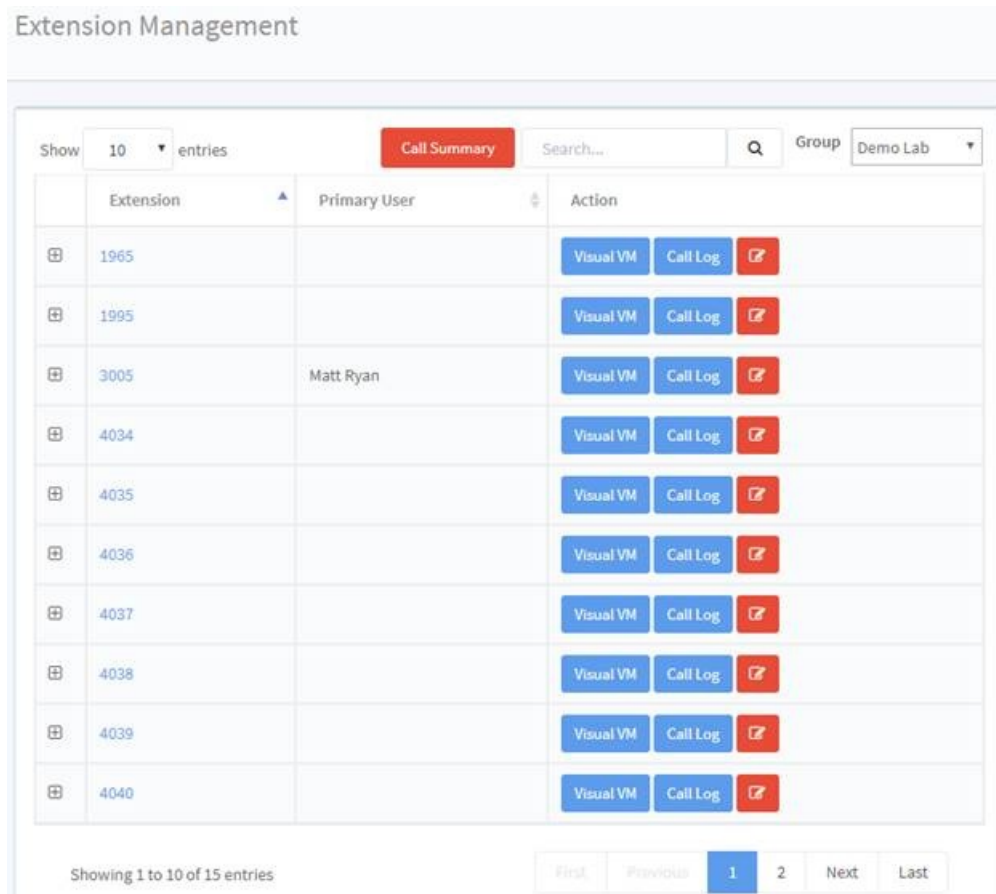
62 Mon, Feb 5, 2024 Account Administration

## Question

How do I view the extensions available to my group?

## Answer

Selecting the Extensions option from the Left Navigation Bar will take you to the **Extension Management** page. This page displays the list of extensions that are in the selected group. Next to Group in the top right, the drop-down menu can be selected to switch groups and view the extensions that belong to the selected group.



The screenshot shows the 'Extension Management' interface. At the top, there's a header with 'Show 10 entries', a 'Call Summary' button, a search bar, and a 'Group' dropdown menu set to 'Demo Lab'. Below this is a table with columns: 'Extension', 'Primary User', and 'Action'. The table lists 10 extensions (1965, 1995, 3005, 4034, 4035, 4036, 4037, 4038, 4039, 4040). Extension 3005 is assigned to 'Matt Ryan'. Each extension row has three buttons in the 'Action' column: 'Visual VM' (blue), 'Call Log' (blue), and an edit icon (red). At the bottom, it says 'Showing 1 to 10 of 15 entries' and has pagination controls: 'First', 'Previous', '1' (selected), '2', 'Next', 'Last'.

Extension	Primary User	Action
1965		Visual VM   Call Log   [Edit]
1995		Visual VM   Call Log   [Edit]
3005	Matt Ryan	Visual VM   Call Log   [Edit]
4034		Visual VM   Call Log   [Edit]
4035		Visual VM   Call Log   [Edit]
4036		Visual VM   Call Log   [Edit]
4037		Visual VM   Call Log   [Edit]
4038		Visual VM   Call Log   [Edit]
4039		Visual VM   Call Log   [Edit]
4040		Visual VM   Call Log   [Edit]

### Extension

Clicking the extension number takes you to the **Extension Details** page and displays the Extension Information along with multiple tabs to edit and configure the extension.

### Primary User

If an extension is assigned to a user profile, that name will be displayed.

### Action

Three actions are available. They are , , and the  button. The  button takes you to the **Visual Voicemail Management** page. The  button takes you to the **Call Log** page. Pressing the  button takes you to the **Update Extension** page.

### Call Summary

The  button at the top right takes you to the **Call Summary Report** page.

## Applies To

MAXvoice