How do I view the extensions available to my group?

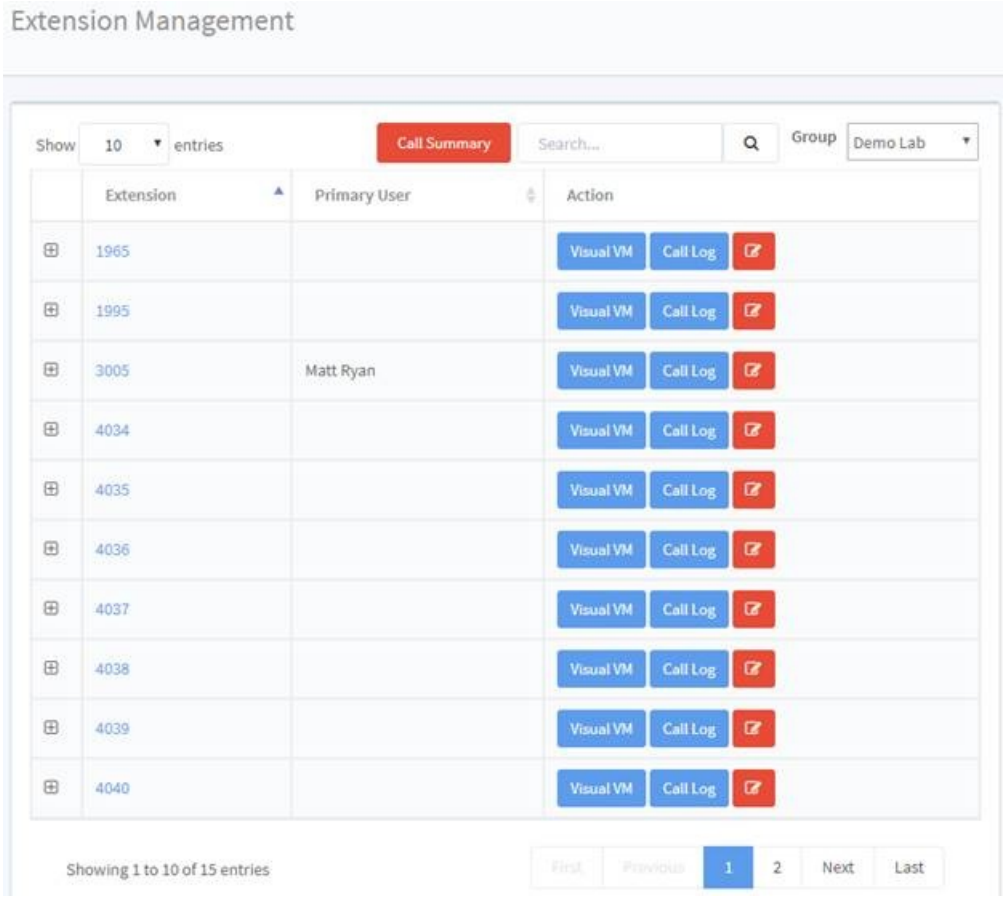
62 Mon, Feb 5, 2024 Account Administration

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.



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

Applies To

MAXvoice