

How do I view the extensions available to my group?

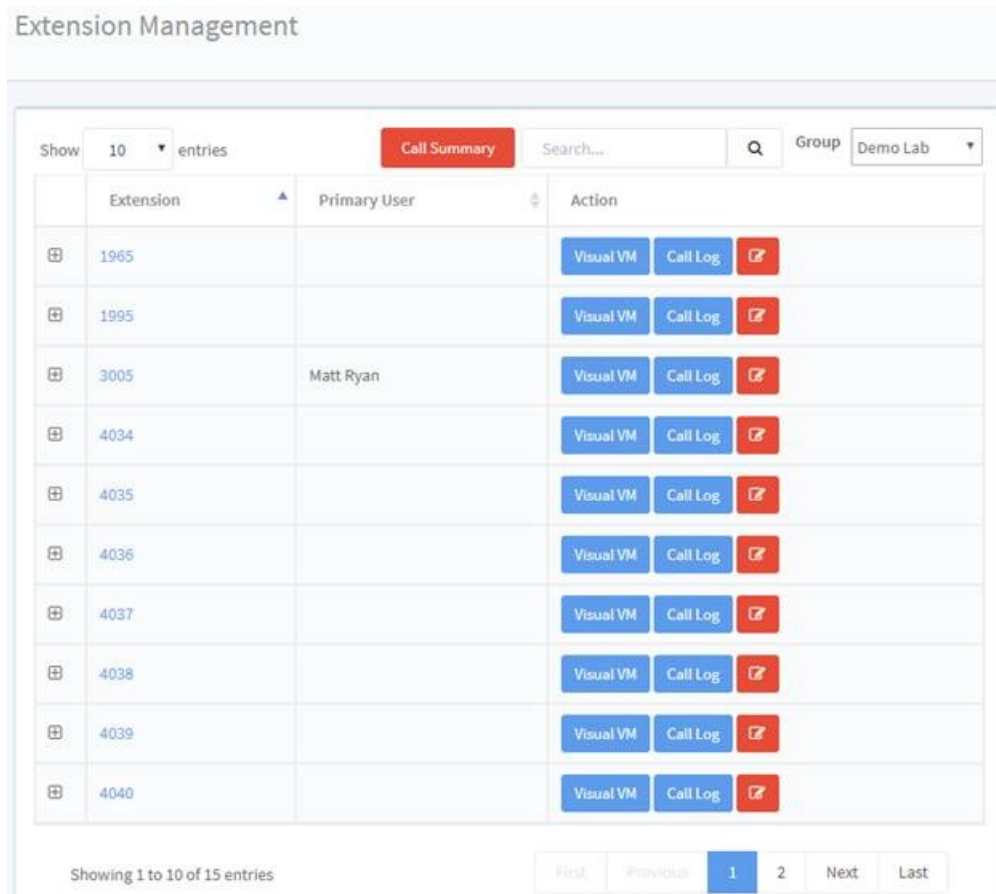
62 Mon, Feb 5, 2024 Account Administration

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







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