

This document describes how to associate a VoIP phone in your system with a specific user extension. If you are a new client, this should already be done for you, but you may need it if you add more phones later.

Log into the vConsole web portal as a System Administrator, and then proceed with the following:

1. Click the **Admin** tab in the upper left of the screen.
2. In the left-hand navigation box, click on **VoIP Phones**; this will bring up the list of VoIP phones on your system.

	Name	MODEL	Extensions		IP Address	Status	Action
			Owner	Shared			
801		Polycom SP IP 321	801			Enabled	Manage
802		Polycom SP IP 321	802			Enabled	Manage
803		Polycom SP IP 321	803			Enabled	Manage

3. The **IP Address** field will be blank until the phone is physically plugged into a broadband connection and registers to your system.
4. The Name of the phones will differ between new customers and current customers:
 - a. New Customers: the **Name** of the phone will be the extension number to which the phone is currently assigned.
 - b. Current Customers: the **Name** of the phone will be **“Virtual PBX”**
5. Locate the phone you wish to edit and click **Manage** to the far right of the page; this will take you to the **Manage Phone** page.

Manage Phone

Name: 801

Model: Polycom SP IP 321

SIP URI: 4082000007@virtualpbx.net

Extension Owner: 801

Shared Extension(s): [Choose Extensions](#)

IP Address:

Status: Enabled Disabled

MAC Address: 145F567B9CC4

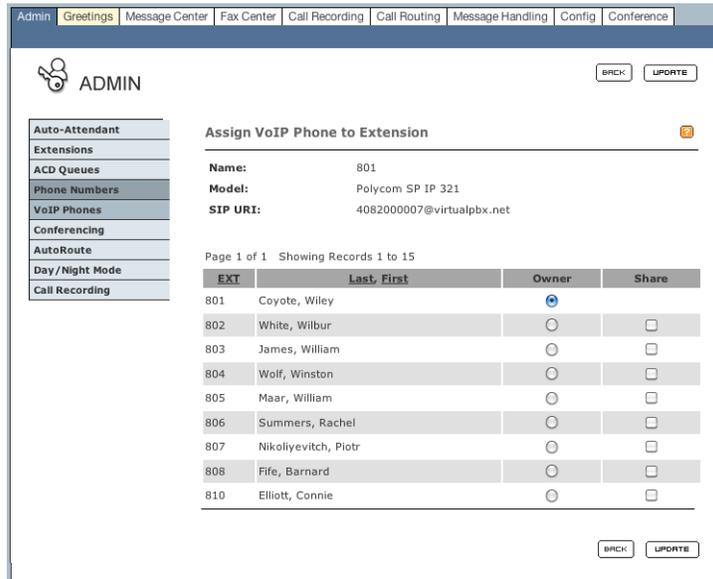
Remote e911 Address: 5689 Jack Daniels Ln., Apt. #7 Knoxville TN, 12457-6359 [Assign Address](#)

Default Dnis: 8665908729

Caller ID: 8666058729

6. Once on the **Manage Phone** page, you may change the **Name** field. Changing the **Name** does not reassign extensions; it only serves to identify the phone in the Phone List. Press **Update** to save the new name of your phone.

- Click the **Choose Extensions** button; this will bring up the **Assign VoIP Phone to Extension** page.
- Locate the extension to which you want to assign the VoIP phone and click the radio button under **Owner**.

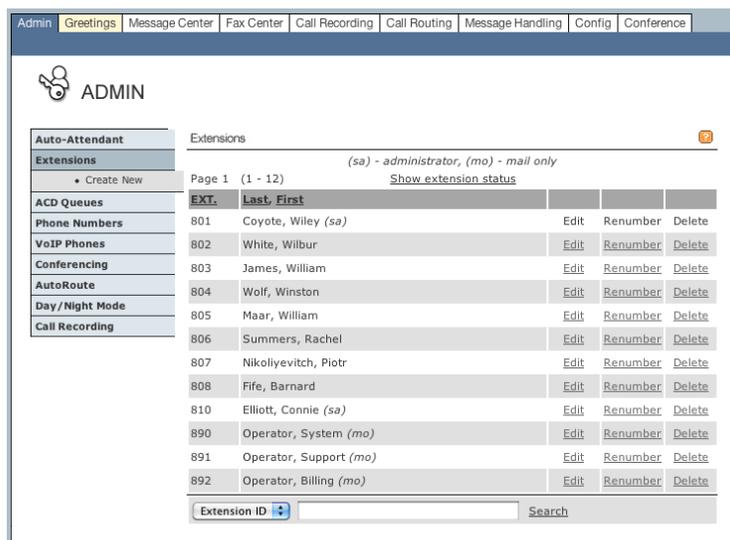


- Click **Update** to complete the assignment of the VoIP phone to a new extension.

Adding a VoIP phone to the Extension Call Routing Sequence

Once the VoIP phone has been assigned to an extension by the System Administrator, it will appear on the **Call Routing** page for that extension.

- Click the **Admin** tab in the upper left of the screen.



- In the left-hand navigation box, click on **Extensions**; this will bring up the list of extensions.

- Click **Edit** next to the extension to which the VoIP phone is assigned; this will open up another browser window.

NOTE: As the System Administrator, you are already logged into your own extension. Please click on the **Call Routing** tab at the top of the page if you want to assign a phone to your own extension.

- Click on the **Call Routing** tab of the extension; this will bring up the **Call Routing** page.

The screenshot shows the 'CALL ROUTING' configuration page. At the top, there are navigation tabs: Admin, Greetings, Message Center, Fax Center, Call Recording, Call Routing (selected), Message Handling, Config, and Conference. Below the tabs is a header with a phone icon, the text 'CALL ROUTING', and an 'UPDATE' button. The page is divided into two sections: 'Basic Configuration' and 'Advanced Configuration'. Under 'Basic Configuration', there is a section for 'Unassigned VoIP Phone Numbers' with a text input field containing '408200023@virtualpbx.net', a dropdown menu set to '2', and an 'Insert' button. Below this is a table for 'Contact Phone Numbers' with columns for 'Number', 'Action', 'Default', and 'Exclude'. The table contains one row with the number '(408) 555-1212' and a blue plus icon in the 'Default' column. There are also sections for 'ACD Queues' and 'Calling Options'.

Number	Action	Default	Exclude
(408) 555-1212	edit delete	+	
	add		
	add		
	add		

- Any VoIP phone that is not already part of the Call Routing sequence will appear at the top of the page.
- From the drop-down box, choose the Call Routing slot to which you wish to assign the VoIP phone.
- Once you select the Call Routing slot, press **Insert**.
- The VoIP phone will now appear in the **Call Routing** list and can be used as needed.

This screenshot is similar to the previous one but shows the 'Contact Phone Numbers' table with two rows. The second row contains the number '408200023@virtualpbx.net' with a 'delete' action, a radio button in the 'Default' column, and a checkbox in the 'Exclude' column. The rest of the page layout remains the same.

Number	Action	Default	Exclude
(408) 555-1212	edit delete	+	
408200023@virtualpbx.net	delete	○	<input type="checkbox"/>
	add		
	add		