Assigning A VoIP Phone to an Extension

VirtualPBX®

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.

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.

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.

7. Click the **Choose Extensions** button; this will bring up the **Assign VoIP Phone to Extension** page.
8. Locate the extension to which you want to assign the VoIP phone and click the radio button under **Owner.**
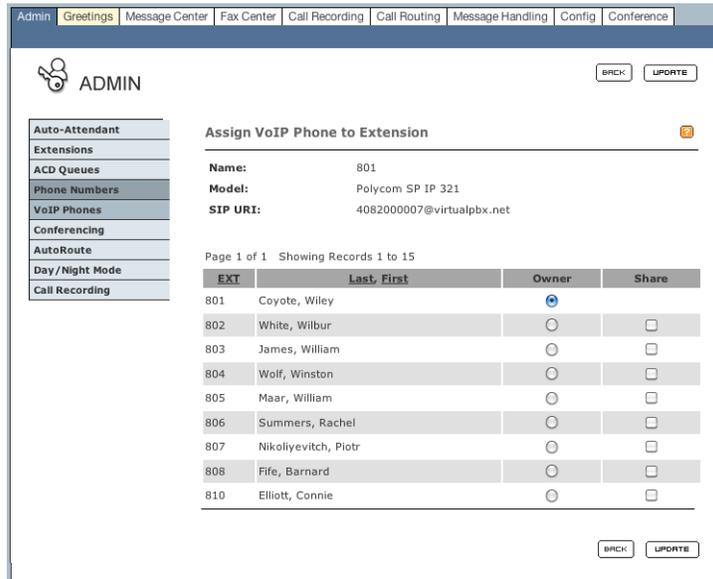
9. Click **Update** to complete the assignment of the VoIP phone to a new extension.

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.

1. Click the **Admin** tab in the upper left of the screen.
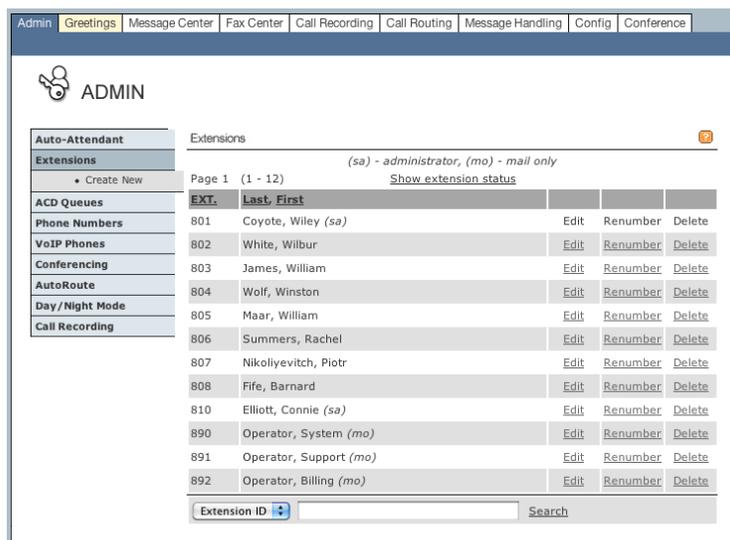
2. In the left-hand navigation box, click on **Extensions**; this will bring up the list of extensions.

3. 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.

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

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