

Assigning Phones/Devices to New Extensions

Log into your vConsole page as an Administrator

Click on “Admin” tab left hand side

Click on “VoIP Phones”

Auto-Attendant
Extensions
ACD Queues
Phone Numbers
VoIP Phones
Add Softphone
Conferencing
AutoRoute
Day/Night Mode
Call Recording

Find the extension you want to change (Ex. 802) click on “Manage”

Page 1 of 1 Showing Records 1 to 15

Name	MODEL	Extension	IP Address	Status	Action
Example phone	Softphone	802		Enabled	Manage

Click on first “Edit” across from Owner Extension

Auto-Attendant	<h3>Manage Phone</h3> <p>Name: <input type="text" value="Example phone"/></p> <p>Model: Softphone</p> <p>SIP URI: 7024309507@virtualpbx.net</p> <p>Owner Extension: 802 Edit</p> <p>IP Address:</p> <p>Status: <input checked="" type="radio"/> Enabled <input type="radio"/> Disabled</p> <p>Username: 7024309507</p>
Extensions	
ACD Queues	
Phone Numbers	
VoIP Phones	
Add Softphone	
Conferencing	
AutoRoute	

Locate the new desired Extension and assign the phone to that extension then click “update”

Note: Once you assign this phone/voip device to a new extension, the name will change to that extension name by default.

- Auto-Attendant
- Extensions
- ACD Queues
- Phone Numbers
- VoIP Phones
 - Add Softphone
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Assign VoIP Phone to Extension

Name: Example phone
Model: Softphone
SIP URI: 7024309507@virtualpbx.net

Page 1 of 1 Showing Records 1 to 15

EXT	Last, First	Assigned
801		<input type="radio"/>
802	Saget, Bob	<input checked="" type="radio"/>
809	polycom, test	<input type="radio"/>
850	Test, International	<input type="radio"/>

[BACK](#) [UPDATE](#)

Click on “Extensions”

Click on “Edit” for extension the new extension.

Click on “Manage” for the Unassigned VoIP Line

- Greetings
- Call Routing
- Message Handling
- Config
- Conference

CALL ROUTING

[UPDATE](#)

Extension Edit

Bob Saget Ext. 802

[Basic Configuration](#) [Advanced Configuration](#)

Unassigned VoIP Phones

Example phone [Manage](#)

Contact Phone Numbers

Number/Label	Default	Exclude
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[Add Contact Number](#)

Click on “Insert Into CallRouting”

Click on “Update”

VirtualPBX®

Greetings | Call Routing | Message Handling | Config | Conference

CALL ROUTING [BACK] [UPDATE]

Manage Phone ⓘ

Name: Example phone
Model: Softphone
SIP URI: 7024309507@virtualpbx.net
Owner Extension: 802
IP Address:
Status: Enabled
Username: 7024309507
Password: jrrjo43bmo90 [Reset Password]
e911 Address:
Default Dnis: 8442569763 [v]
Caller ID: 8442569763 [v] [Assign Address]
Default Area Code: 408

Note: e911 service is not required for Softphones. e911 is not recommended for mobile devices, such as cell phones, tablets, laptops or when used from locations outside US and Canada.

[Insert into Call Routing] [Delete]

After inserting the VoIP phone/device into call routing, click ‘Update’

Once you have assigned the phone/device to the new extension and tested it, you can then click on the “manage” line item under the old extension’s Call Routing and delete the old VoIP device/phone from that extension.