Velantro

PBX Guide

Adding Extension

Click `Accounts` **and select** `Extensions`

Extension Add   `BACK` `SAVE`

Field		Note
Extension	Enter the alphanumeric extension. The default configuration allows 2 - 7 digit extensions.	**Set extension number**
Number Alias	If the extension is numeric then number alias is optional.	
Range	1 — Enter the number of extensions to create. Increments each extension by 1. ☐ Auto-generate user with extension as login name	**Set extension range (mulitple extensions)**
Voicemail Password	Enter the numeric voicemail password here.	**Set numeric voicemail password**
Effective Caller ID Name	Enter the internal caller ID name here.	**Set extension internal caller id name**
Effective Caller ID Number	Enter the internal caller ID number here.	**Set extension internal caller id number**
Outbound Caller ID Name	Enter the external (public) caller ID name here.	**Set extension outbound caller id name**
Outbound Caller ID Number	Enter the external (public) caller ID number here.	**Set extension outbound caller id number**
Emergency Caller ID Name	Enter the emergency caller ID name here.	
Emergency Caller ID Number	Enter the emergency caller ID number here.	
Directory Full Name	Enter the first name followed by the last name.	
Directory Visible	True — Select whether to hide the name from the directory.	
Directory Extension Visible	True — Select whether announce the extension when calling the directory.	
Limit Max	5 — Enter the max number of outgoing calls for this user.	
Limit Destination	Enter the destination to send the calls when the max number of outgoing calls has been reached.	
Voicemail Enabled	True — Enable/disable voicemail for this extension.	
Voicemail Mail To	Enter the email address to send voicemail to (optional).	**Set extension email address if you want to receive voicemail via email**
Voicemail File	Audio File Attachment — Select a listening option to include with the email notification.	
Voicemail Keep Local	True — Choose whether to keep the voicemail in the system after sending the email notification.	
Call Timeout	30 — Enter the call timeout.	
Call Group	Enter the user call group here. Groups available by default: sales, support, billing.	
Record	Disabled — Choose whether to record local, inbound, outbound, or all.	
Call Timeout	30 — Enter the call timeout.	
Call Group	Enter the user call group here. Groups available by default: sales, support, billing.	
Record	Disabled — Choose whether to record local, inbound, outbound, or all.	**Select the extension call record**
Hold Music	Default — Select the MOH Category here.	
	`ADVANCED`	
Enabled	True — Set the status of the extension.	
Description		

`SAVE`

Click `SAVE` **to save changes**