




Extension Management

Create an extension

1. Log in to PBX web portal, go to Extension and Trunk > Extension, click Add and select Add.
2. In the Basic section, select SIP Extension from the drop-down list of Extension Type.
3. In the User Information section, configure user information as follows:
 - First Name: Enter the user's first name.
 - Last Name: Enter the user's last name.
 - Email Address: Enter the user's email address.
 - Mobile Number: Enter the user's mobile number. The user can receive calls or PBX notifications on this mobile number.
 - User Password: Enter a user password. The user can use the password to log in to CloudLine clients.
 - *Note: The password is randomly generated by default. To change user password, a minimum of 10 characters with number, upper case, and lower case are required.*
4. In the Extension Information section, configure extension information as follows:
 - Extension Number: Enter an extension number
 - Caller ID: Enter a caller ID number. Usually the same as Extension Number
5. Click Save and Apply.

Edit an extension

1. Log in to PBX web portal, go to Extension and Trunk > Extension.
2. On Extension list, select the desired extension, click .
3. Change extension settings according to your needs.
4. Click Save and Apply.