Assigning Phones and Secondary Extensions

https://campus.barracuda.com/doc/41091710/

Use the **Extensions > People** page to modify phone and extension assignments.

Phone Assignments

In the **Extensions > People** page, click on a user name. The **Phones** section lists all phones assigned to the selected user.

Assign a New Phone

To add a new phone,

1. Click **Add a Phone**, and select an unassigned phone from the table, enter a phone's MAC address, or add a generic SIP device.
2. Click **Add Phone**. The phone displays in the **Phones** table for the selected user.

Remove an Assigned Phone

To remove a previously assigned phone,

1. In the **Phones** table, turn on the check box for the phone(s) you want to remove.
2. Click **Remove Selected Phones from this Person**.
3. Click **Save** at the top of the page.

Extension Assignments

You can add secondary user extension in the **Extensions > People > Secondary Extensions** page.

> You can add a secondary extensions on a group. To do so, go to the **Extensions > Groups** page, click on the group to which you want to add a secondary extension, and click **Add Secondary Extension** in the **Secondary Extensions** section.

Assign a Secondary User Extension

To add a secondary extension,

1. In the **Secondary Extensions** table, click **Add Secondary Extension**.
2. Specify the **Extension Type**:
    1. **Next Free Extension** – Allow the system automatically selects the next available lowest extension number.
    2. **Single Extension**– Enter an extension within the **Valid Extension Ranges**.
    3. [Understanding Extension Blocks](#) – Assign an entire block of extension numbers.
    4. **External Number** – Select an available external direct inward dialing (DID) number from the drop-down list.
3. Click **Add**. The new extension displays in the **Secondary Extensions** table.

Remove an Assigned User Extension

To remove a previously assigned extension,

1. In the **Secondary Extensions** table, turn on the check box for the extension(s) you want to remove.
2. Click **Delete Selected**.
3. Click **Save** at the top of the page.