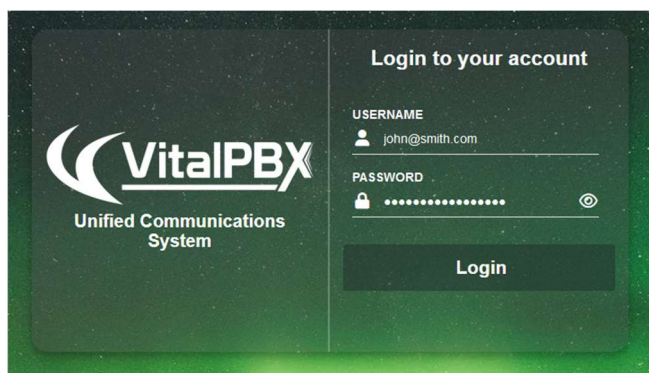


Modification d'un poste

- 1- Vous connecter à la plateforme web fourni avec vos accès :

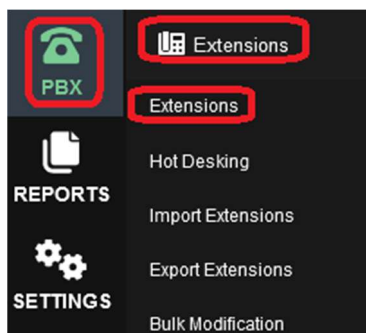


- 2- Vous devrez entrer les informations fournies dans votre courriel de bienvenue.

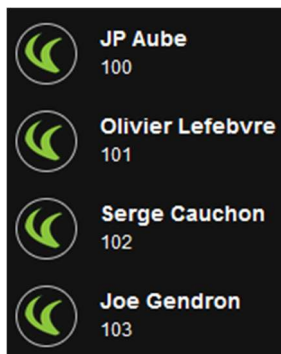
Username : entrez l'information telle que fournie dans le courriel

Password : entrez l'information telle que fournie dans le courriel

- 3- Cliquez sur **PBX / Extensions / Extensions**



- 4- Pour afficher la liste des postes, cliquer sur le bouton « list »  (en haut à droite) et sélectionnez le poste.



- 5- Dans **General** (Onglet par défaut):
vous devez modifier le nom (**Name**), l'adresse courriel (**Email adress**) et l'afficheur interne (**Internal CiD**)

GENERAL VOICEMAIL RECORDING ADVANCED FOLLOW ME INCOMING ROUTES CONTACT INFO			
Extension *	103	Internal CID	Joe Gendron 103
Name *	Joe Gendron	External CID	Corposolution 4185555555
Class of Service	All Permissions	Emergency CID	Corposolution 4185555555
Features Password	*32776	Account Code	
Email Addresses	joe@corposolution.ca x	Language	French (France) (fr_FR)

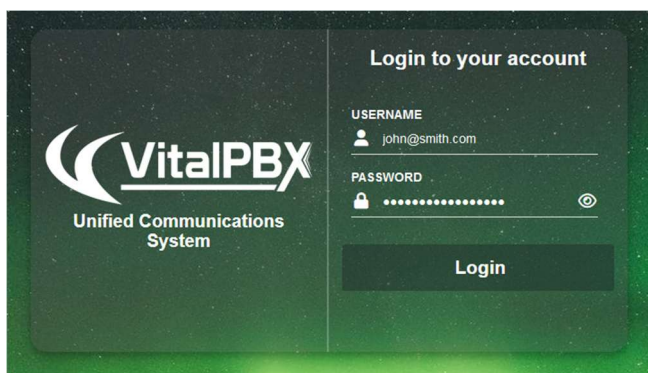
- 6- Dans l'onglet **Voicemail** (Boite vocale)
Modifier le mot de passe (**Voicemail password**)

GENERAL VOICEMAIL RECORDING ADVANCED FOLLOW ME INC	
Enabled	Yes
Voicemail Password	2222
Zone Messages	None
Alias	
Busy Prompt	None
Unavailable Prompt	None
Attach Voicemail	Yes
Delete	No

- 7- Enregistrez vos changements en appuyant sur :  et appliquez vos changements en appuyant sur 

Modifying an Extension

- 1- Connect to the web platform provided with your login credentials.

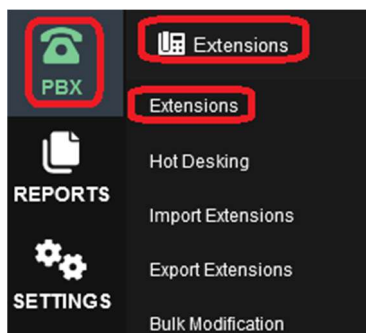


- 2- Enter the information provided in your welcome email.

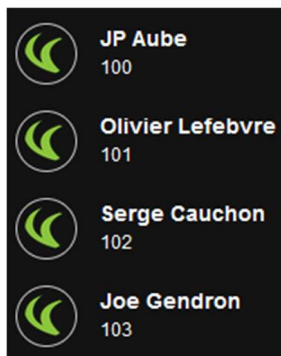
Username: Enter the information exactly as provided in the email.

Password: Enter the information exactly as provided in the email.

- 3- Click on PBX / Extensions / Extensions



- 4- To display the list of extensions, click the List button  (top right) and select the desired extension.



5- In the **General** tab (default tab):

You must modify the following information:(**Name**, **Email Address** and the **Internal CID**

GENERAL		VOICEMAIL	RECORDING	ADVANCED	FOLLOW ME	INCOMING ROUTES	CONTACT INFO
Extension *	103	Internal CID	Joe Gendron	103			
Name *	Joe Gendron	External CID	Corposolution	4185555555			
Class of Service	All Permissions	Emergency CID	Corposolution	4185555555			
Features Password	*32776	Account Code					
Email Addresses	joe@corposolution.ca x	Language	French (France) (fr_FR)				

6- In the **Voicemail** tab:

Modify the **Voicemail Password**.

GENERAL	VOICEMAIL	RECORDING	ADVANCED	FOLLOW ME	INC
Enabled	Yes				
Voicemail Password	2222				
Zone Messages	None				
Alias					
Busy Prompt	None				
Unavailable Prompt	None				
Attach Voicemail	Yes				
Delete	No				

7- Save your changes by clicking on  then apply the changes by clicking on the  button.