Template Name: _____

User can edit First Name?   **User can edit Last Name?**

User can edit Email Address?   **User can edit numeric password?**

Force user to update password on next logon?   **Can this extension be dialed from an Auto Attendant?**

Voicemail Mailbox Quota (mb):
(A megabyte is approximately equal to 1 minute of voicemail)
Voicemail/Fax mailbox quota is the maximum amount of voicemail messages and faxes (in megabytes) an extension is allowed. If you would like to place a mailbox quota for this extension, enter a numeric value in the field provided. If you enter a 0, this extension will not be able to accept any voicemails or faxes. The PBX feature "voicemail" must be enabled for this option to be activated. Leave this field blank if you would like this extension to have unlimited voicemail/fax. A mailbox quota can also be set for extension groups. If a quota is set for both group and individual for an extension, the individual quota value will be used.

Which features should these extensions have access to be default:

☐ **Voicemail Access**
Checking this option will give this extension a voicemail box. This can be further set up in the PBX user's tool suite.

☐ **Web Tool Access**
Checking this option will give the user of this extension the ability to log in to the PBX user's tool suite, where they can manage this extension and further set up features.

☐ **Voicemail Attachments**
This option allows whether a user can have the recorded sound file attached to their voicemail notification email.

☐ **Block Calls**
Checking this option allows the user of this extension to set up rules for blocking particular calls by prefix, area code, specific phone numbers, etc.

☐ **Secret Code**
Allow the user the ability to set up a secret code that can be used to connect calls. Callers that do not key in the secret code will not be connected.

☐ **Unpark Calls**
Checking this option allows this extension to retrieve calls that have been parked

☐ **Forward Calls**
This option will allow users to set up call rules that forward their calls to alternate extensions.

☐ **Cascade Calls**
Checking this option allows for the user of this extension to define an order for their phones to be rung if they are not answered. E.g. If a call comes in to my desk and I don't answer after 3 rings, ring my cellphone for 2 rings and if I don't answer that, ring my house.

☐ **Ringall**
Much like cascade but rings all phones at once. E.g.: When a call comes in, ring my desk, cell phone, and house phones all at once.

☐ **Voicemail Forwarding**
This option will allow the user of this extension to forward voicemails to other extensions on the PBX.

☐ **Custom Voicemail Email**
This option will allow the user of this extension to create a custom template for the email that is sent when a voicemail is received.

☐ **Switchboard Chat**
This option will allow the user of this extension to open and use the Switchboard Chat Panel.

List Outbound Call Rules Allowed:

List Outbound Call Rules Denied:

List Groups to be Member of: