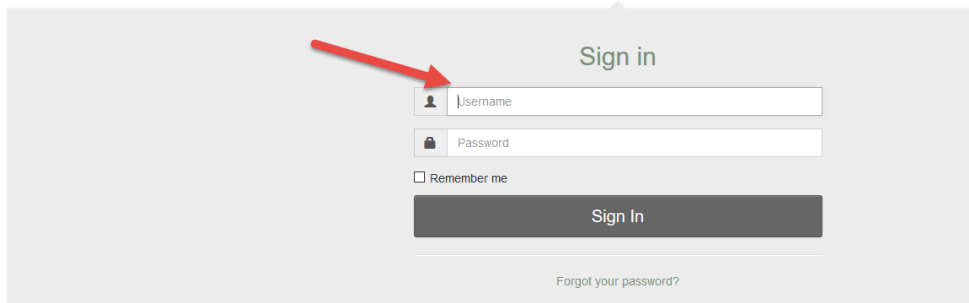


## Extension & Voice Mailbox Modifications

This guide will walk through the steps you will need to take to reassign an extension and the associated voice mailbox on the HopDial PBX.

1. Visit <https://voip.hopdial.com> and enter credentials:

A screenshot of the HopDial "Sign in" page. The page has a light grey background. At the top center is the "Sign in" heading. Below it are two input fields: "Username" with a person icon and "Password" with a lock icon. There is a "Remember me" checkbox below the password field. A dark grey "Sign In" button is centered below the fields. At the bottom center, there is a link that says "Forgot your password?". A red arrow points to the "Username" input field.

2. Once logged in, select the "Standard" extensions button, then the extension number you wish to edit:

The screenshot shows the Hopdial Phone Systems web interface. The left sidebar contains a menu with the following items: Home, Services, Create New, Extensions, Endpoints, Mailbox, Standard, Broadcast, and Recent Items. The 'Extensions' menu is expanded, and the 'Standard' option is highlighted with a red arrow. The main content area displays the 'Extension List' table, which has the following columns: Extension, Name, Route To, and Outgoing Caller ID. The table contains 20 rows of data. A second red arrow points to the extension number 1100 in the 'Extension' column of the 19th row.

Extension	Name	Route To	Outgoing Caller ID
100	100		
101	101	Extension 3101	
102	102	Extension 3102	
103	103	Extension 3103	
104	104	Extension 3104	
105	105	Extension 3105	
106	106	Extension 3106	
107	107	Extension 3107	
108	108	Extension 3108	
109	109	Extension 3109	
110	110	Extension 3110	
950	Simple	Phone 950	
955	Simple	Phone 955	
1100		Phone 1100	
1101		Phone 1101	


3. Make the appropriate changes for the extension:

### Standard Extension Detail

Save Cancel

**Extension Details**

Extension Number: \* |1100


Name: \* Cory 

Outgoing Caller ID:   Block Caller ID On All Outbound Calls

E911 Location:  Philadelphia, PA 19124

Seconds to ring: 25

**SIP Peer Status**

 No SIP Peer Configured

**Routing & Configuration**

Call Routing Networks Find Me Advanced

4. If required, make any description modifications:

Routing & Configuration

Call Routing | SIP Config | Endpoint | Networks | Find Me | Advanced

Endpoint: SIM 100

General Information

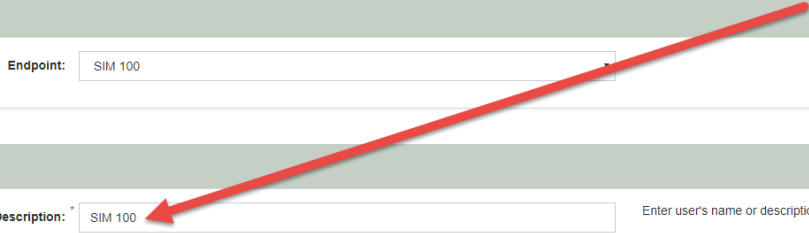
Description: \* SIM 100 Enter user's name or description of where phone will be located.

Manufacturer: \* Grandstream

Model: \* GXP2130

MAC Address: [REDACTED]

Serial #: [REDACTED]



5. Modify the voice mailbox name and update password:

## Mailbox #1100

Save | Delete | Cancel

General Settings


Mailbox Number: 1100

Name (for Directory): \* [REDACTED]

Password: \* \*\*\*\*\*

Confirm Password: \* \*\*\*\*\*

Recordings & Greeting



6. Further down the voice mailbox page, update the email address as required:

### Recordings & Greeting

You may record your voicemail announcements by phone, or by uploading audio files. If you wish to record by phone, please dial \* + your mailbox r recording process. To listen to the current recording, click the Play button. If you wish to upload a file, browse for the file on your PC.

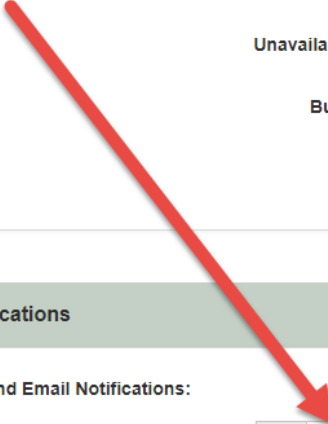
Clicking the Record or Play buttons will ring the phone at extension:  (t

Unavailable Message:	<input type="button" value="Record"/>	<input type="button" value="Play"/>	or upload a file:
Busy Message:	<input type="button" value="Record"/>	<input type="button" value="Play"/>	or upload a file:
Your Name:	<input type="button" value="Record"/>	<input type="button" value="Play"/>	or upload a file:

### Notifications

Send Email Notifications:	<input type="radio"/> No <input checked="" type="radio"/> Yes	Send SMS Notificat
Email Address:	<input type="text"/>	SMS Address:
Attach Audio File to Email:	<input type="radio"/> No <input checked="" type="radio"/> Yes	

### Mailbox Options



7. Reboot the appropriate phone, possibly two or three times.. If the phone DOES NOT get the new settings after three reboots, the phone will need to be reprovisioned.