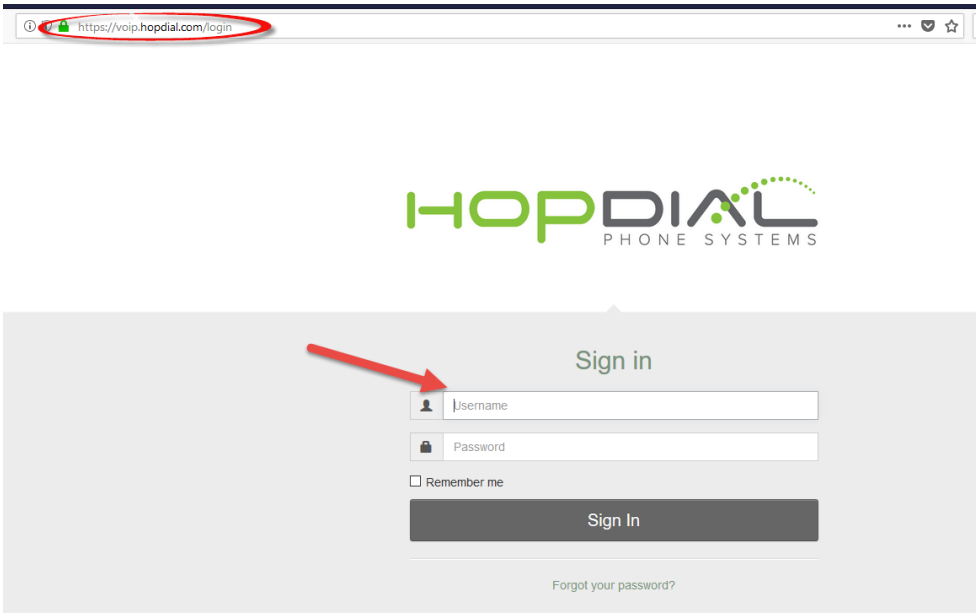
866.405.9575
www.hopdial.com
support@hopdial.com

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:



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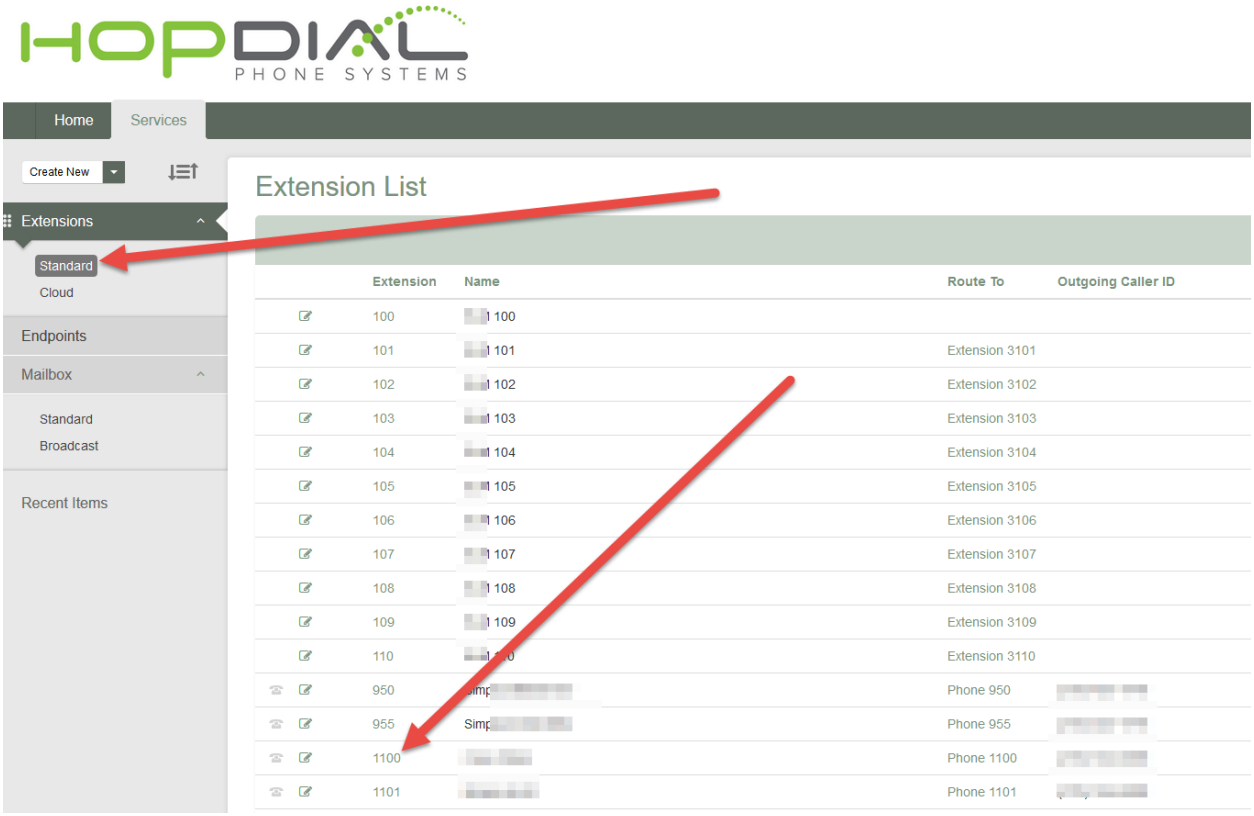
2. Once logged in, select the “Standard” extensions button, then the extension number you wish to edit:



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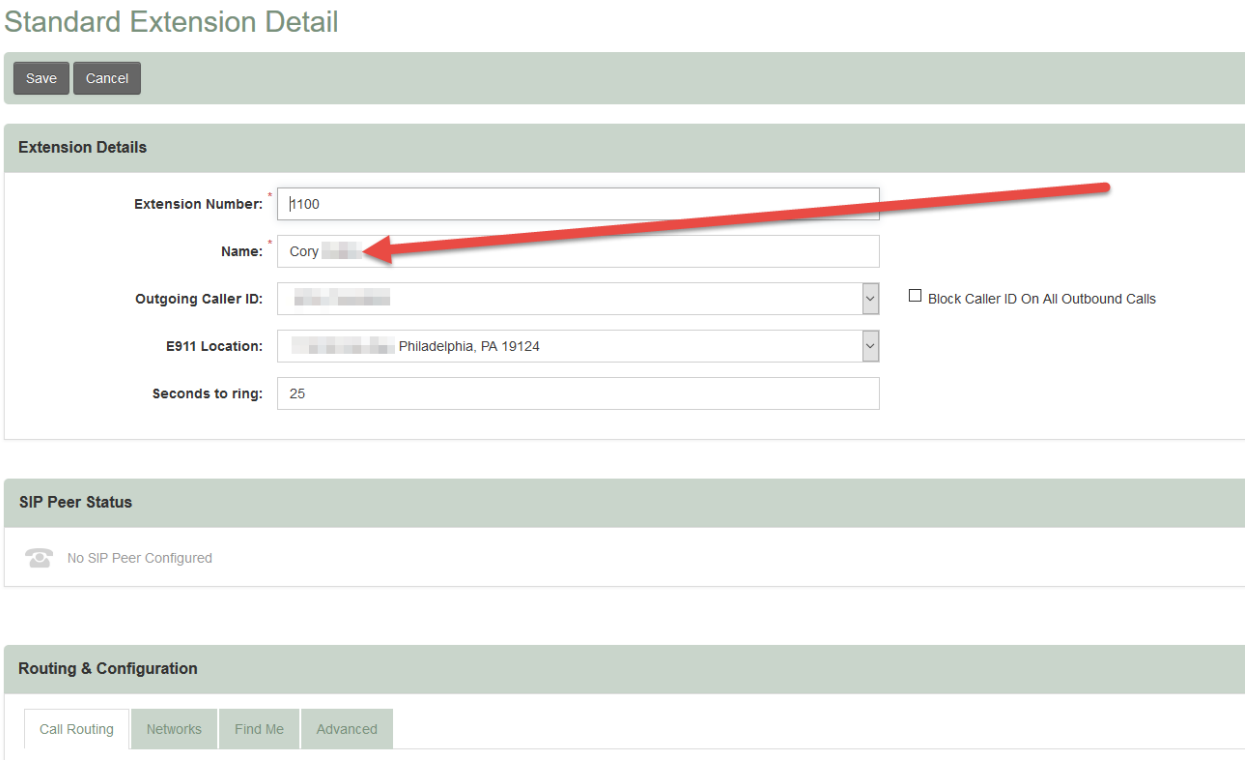
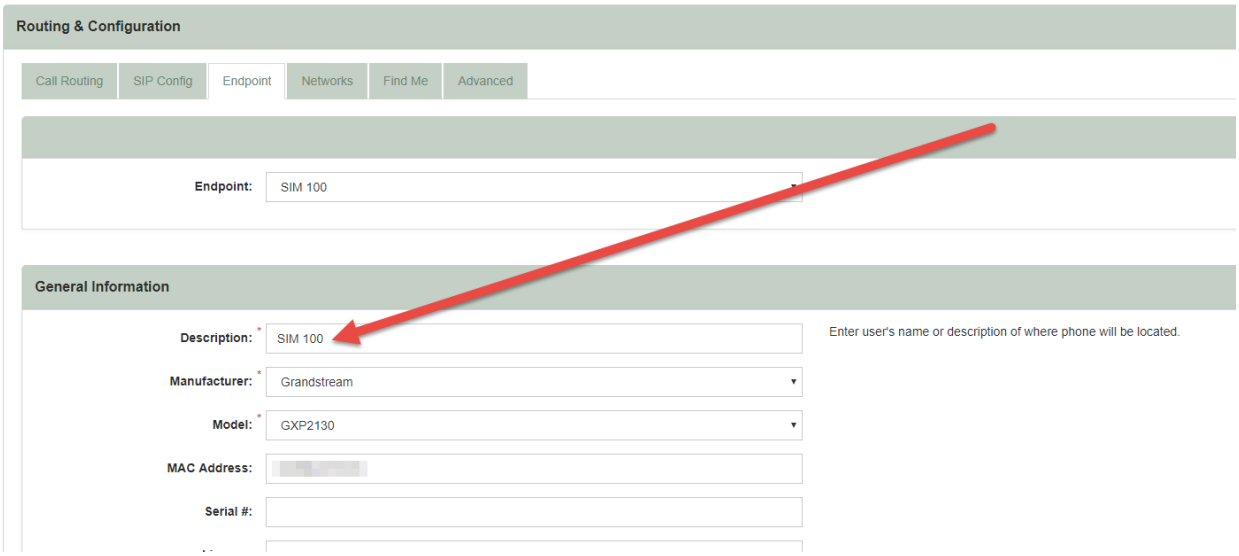
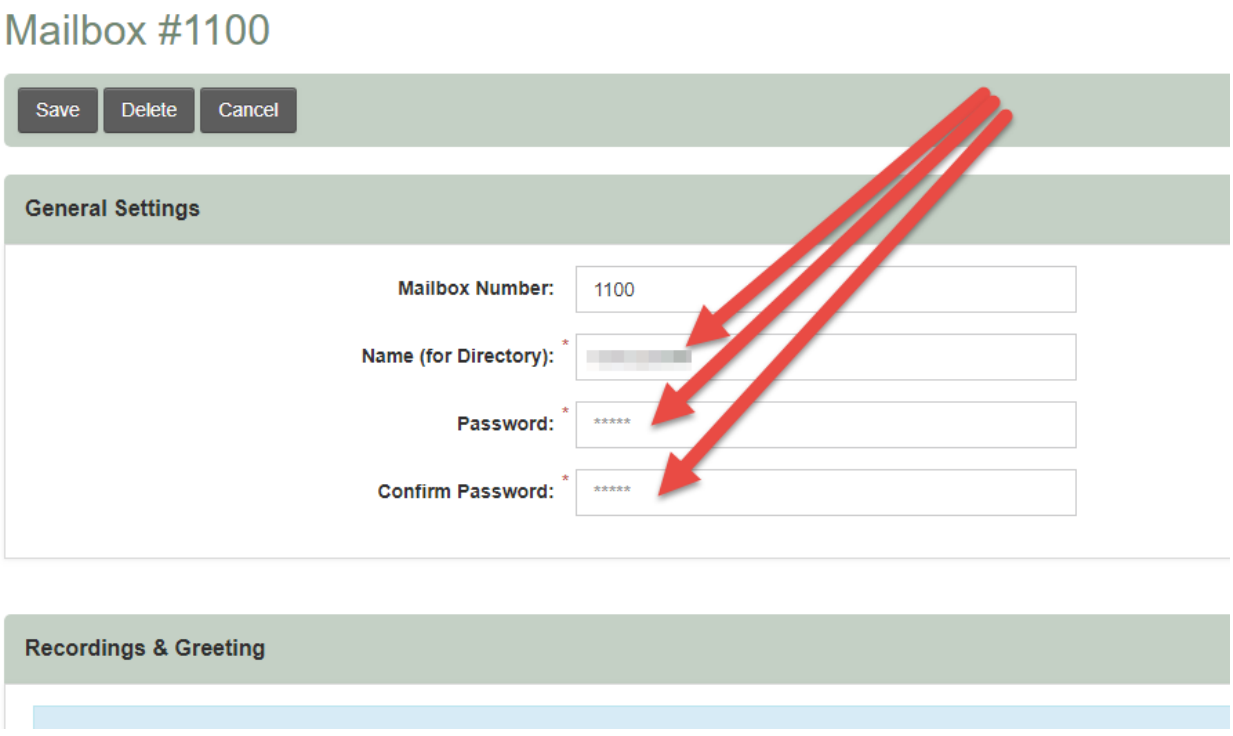
3. Make the appropriate changes for the extension:



4. If required, make any description modifications:



5. Modify the voice mailbox name and update password:



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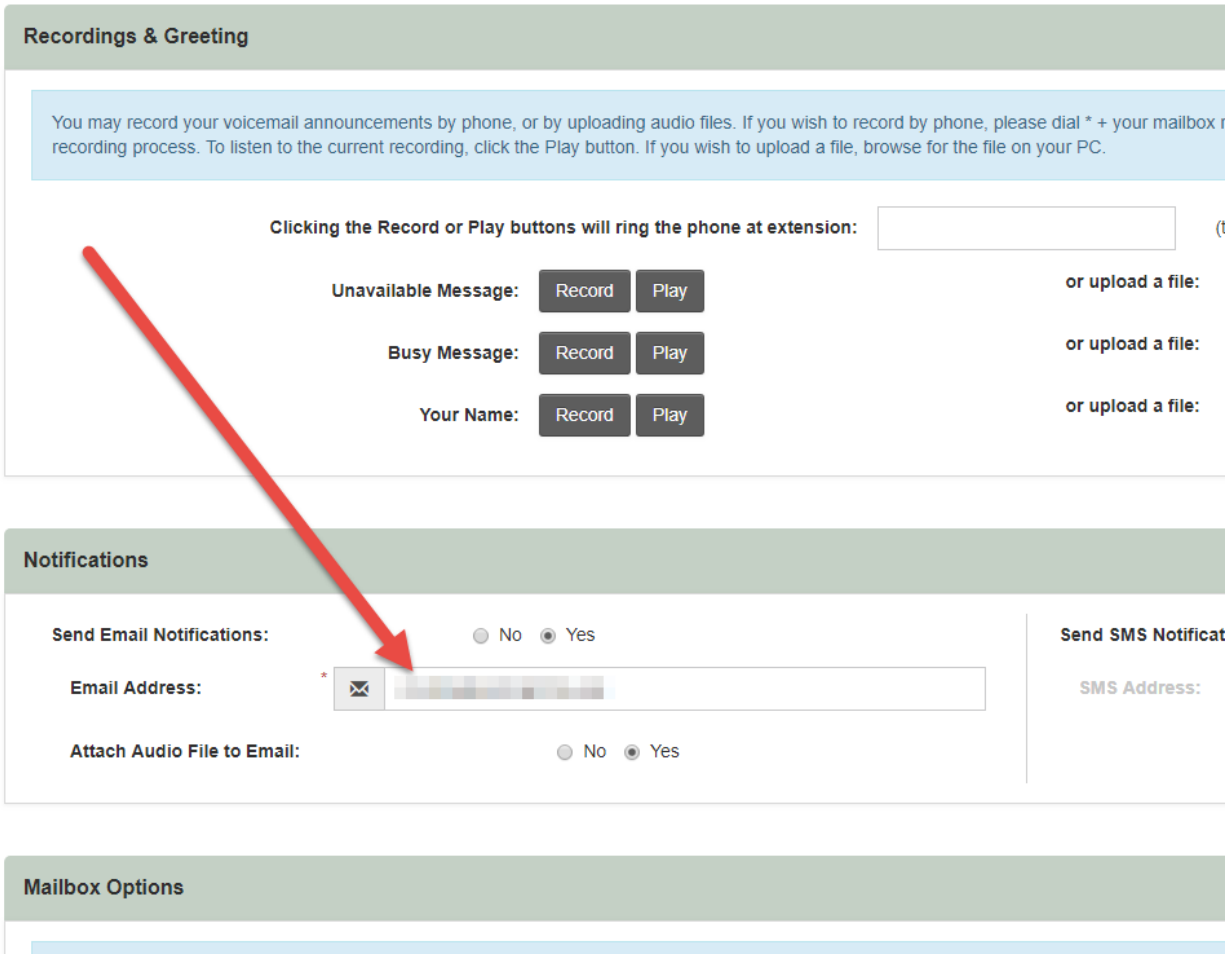
6. Further down the voice mailbox page, update the email address as required:



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.