How to assign a telephone extension to a user

- Open Resource Manager.
- Navigate to **Telephone Management** > **Extensions.**
- Double click the extension on the right. You can search for an extension by clicking the search button  in the bottom right and entering a few characters of the extension number (or PBX name or assigned user name, etc).
- In the **Assigned to user** drop-down, choose the user to which the extension will be assigned. To search for a user, click the button next to the drop-down.
- Click **OK**.

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