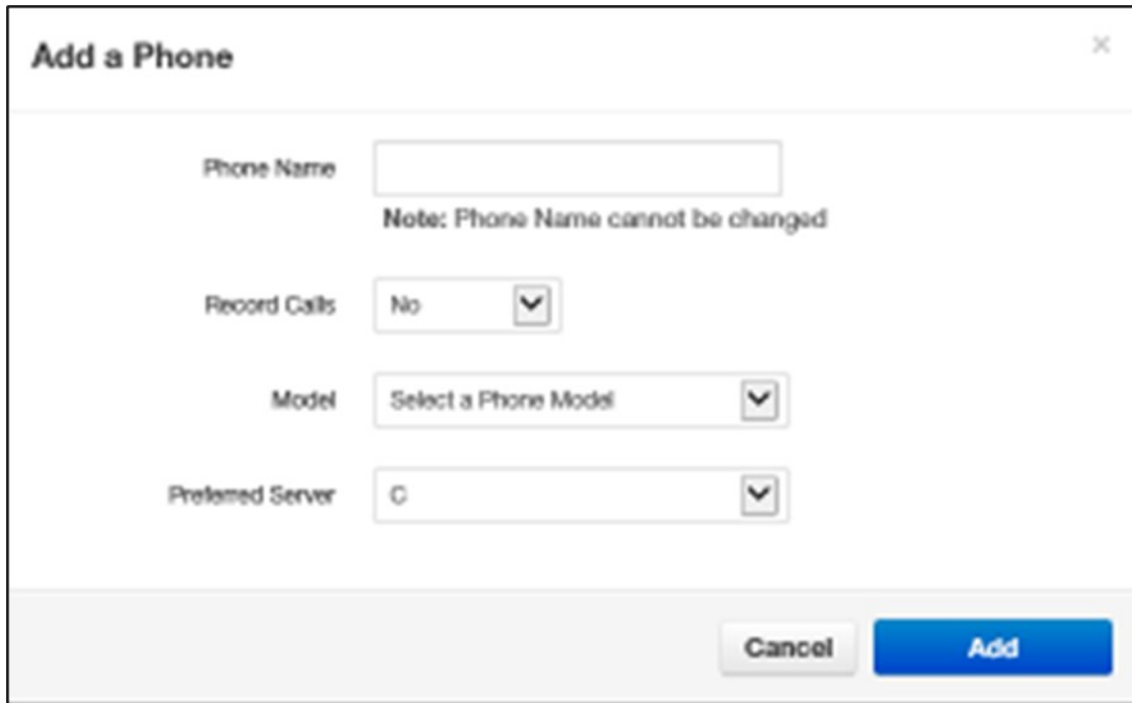


Hosted PBX by Golden West

Associating Phones with This User

To associate phones with this user:

1. Click the **Add Phone** button. The Add a Phone pop-up window appears.



Add a Phone [X]

Phone Name
Note: Phone Name cannot be changed

Record Calls [v]

Model [v]

Preferred Server [v]

[Cancel] [Add]

2. Complete the settings in the Add a Phone pop-up window.

Setting	Description
Phone Name	Adding a phone: Enter a name for this phone. The name should allow you to differentiate this phone from other phones you associated. For example, if you add phones for x111, you can name them 111a, 111b, and so on. Editing a phone: read-only field that shows the name of the phone.
Record Calls	Select whether calls will be recorded (Yes) or not recorded (No).
Model	Select the telephone model. The remaining settings in the window change depending on the model selected.
Preferred Server	Select the preferred server with which the phone will be used.

3. Click **Add**.
4. Repeat this procedure to associate additional phones with this user.
5. After you configure all phones, reboot the phones to apply these settings.