Hosted PBX by Golden West

Adding Users

1. From the Users Page click the **Add User** button. An Add a User pop-up window similar to the following appears. (The options in your window might differ from the ones shown below.)

2. Complete the fields. (See table below.)

3. Click **Add User**.

Setting	Description
First Name	Enter the user's first name. The dial-by-name directory can match on this field, but will by default match Last Name.
Last Name	Enter the user's last name. The dial-by-name directory can match on this field.
Extension	Enter the user's extension.
Department	Enter the department to which the user belongs.
Timezone	Enter the user's time zone.
Email Address(es)	Enter the user's address used for email, password resets, etc. To add email addresses, click the green plus icon.
User's Scope	Select the user's access level. Choices are the following (your selections might be different): • Basic user • Office manager • Call center agent (may not appear in your drop-down list) • Call center supervisor (may not appear in your drop-down list)
Enable Voicemail	Enable or disable voicemail. Choices are: • Checked = enable voicemail. • Not checked = disable voicemail.
Add Phone Extension	This setting allows you to add a phone extension. Phone extensions allow users to be associated with a phone. A user can have one or more phone extensions. For example, user 111 could have three phones designated as 111a, 111b, and 111c. If you check this check box, you can then associate a phone to the user. Choices are: • Checked = add phone extension. • Not checked = do not add phone extension.
New Password	Enter a new numeric login password for the user. For security, each typed password character is masked by a dot (●).
Confirm New Password	Enter the same numeric login password you entered in the New Password field. For security, each typed password character is masked by a dot (●).