

## CREATE AN EXTRA DIRECTORY NUMBER (EDN)

Before you can create an **Extra Directory Number**, a user must exist with one IP extension.

### LOG IN TO PM

**Do as follows:**

1. Open **MX-ONE Provisioning Manager (PM)**. The start page is displayed.
2. Type the **User name** in the field **User**.
3. Type the **Password** in the field **Password**.
4. Click **Login**. The main page is displayed.

## CREATE AN EXTRA IP EXTENSION

**Do as follows:**

1. Click **Services** and then **Extension**. The **Extension** page is displayed.
2. Click **Add**. The **Extension – Add – step 1/2** is displayed.
3. Select **IP** from the list **Extension Type**.
4. Click **Next**. The **Extension – Add – step 2/2 IP** is displayed.
5. Select a range from the list **Extension Number Range**.
6. Select an option from the list **Common Service Profile**.
7. Click **Apply**. The **Extension – Add – Result** is displayed. An information notice is displayed about the operation.
8. Click **Done**. The **Extension** page is displayed.


## VIEW AN EXTENSION

**Do as follows:**

1. Type the extension number or type \* to view all in the field **Enter Extension Number(s)**. A list is displayed below.

## ADD AN EXTRA DIRECTORY NUMBER (EDN)

**Do as follows:**

1. Click **Change**, , before the **extension number you want to add an extra directory number** for. The page **Extension – Change – Extension number** is displayed.
2. Under **Function Keys**, select the **phone type** from the list **Phone Type**.
3. Click **Change**. The page **Function Keys** is displayed. All the phone's keys are displayed.
4. Select **one** of the key numbers, and click to the left of the number. A field to the right is displayed.
5. Select **EDN – Extra directory number** from the list **Function**.
6. Type the name of the extra directory number in the field **Key Label**. **Note!** This is optional.
7. Type the **extra number you created** in the step **Create an extra IP Extension**, in the field **EDN Number**. (**Note!** This number is reliable of the user's settings, if the user is allowed to dial local, national or international.)
8. Click **Ok**. The **Function Keys** page is displayed again. Now is the information about the selected key displayed to the right of the key.
9. Click **Continue**. The **Extension - Change**

page is displayed. Now is the information about the selected key displayed in the field **Function Keys**.

10. Click **Apply**. The page **Extension - Change – Result** is displayed.
11. Click **Done**.