

Setting up Access4 Phone Extension

- Log into SASBOSS
- Customers > All Customers > Select the user
- End-points > Select an extension number that is not in use
- Click on Create Service > main, type = endpoint with no DID number (for extension only)
- Enter the number of extensions to be added (1), > activate extension numbers
- User ID = username and domain makes up their email address
- Service Pack = Executive User
- Add-on = Soft Phone with CISCO Webex (no extra charge)
- Timezone, and enter the extension chosen
- if they have a physical device, click Use Device Inventory (speak to Fred) to factory reset the phone and confirmed that the device is not in use.
- Enter the user's personal details and the same email address as entered above
- Tick deliver voicemail to this email address (by default)
- leave Phone No. (defaults to main office no.)
- mobile and fax can be left blank
- Click Create
- Generate a password, Note down the generated password to send to the user via secure one-time link
- for most clients, the service pack will just be executive user with soft phone and cisco webex.
- Press Submit

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