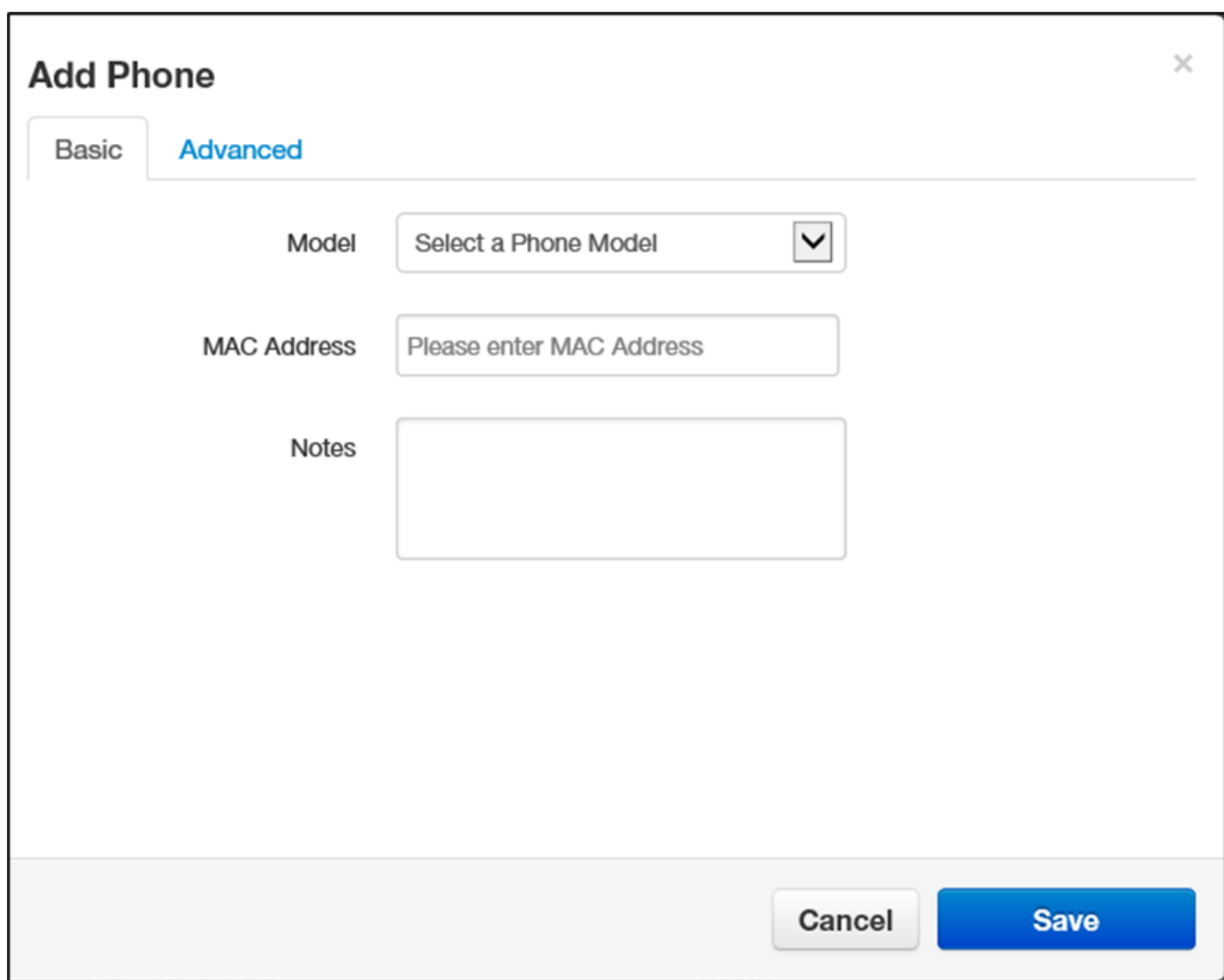


Hosted PBX by Golden West

Adding Phones

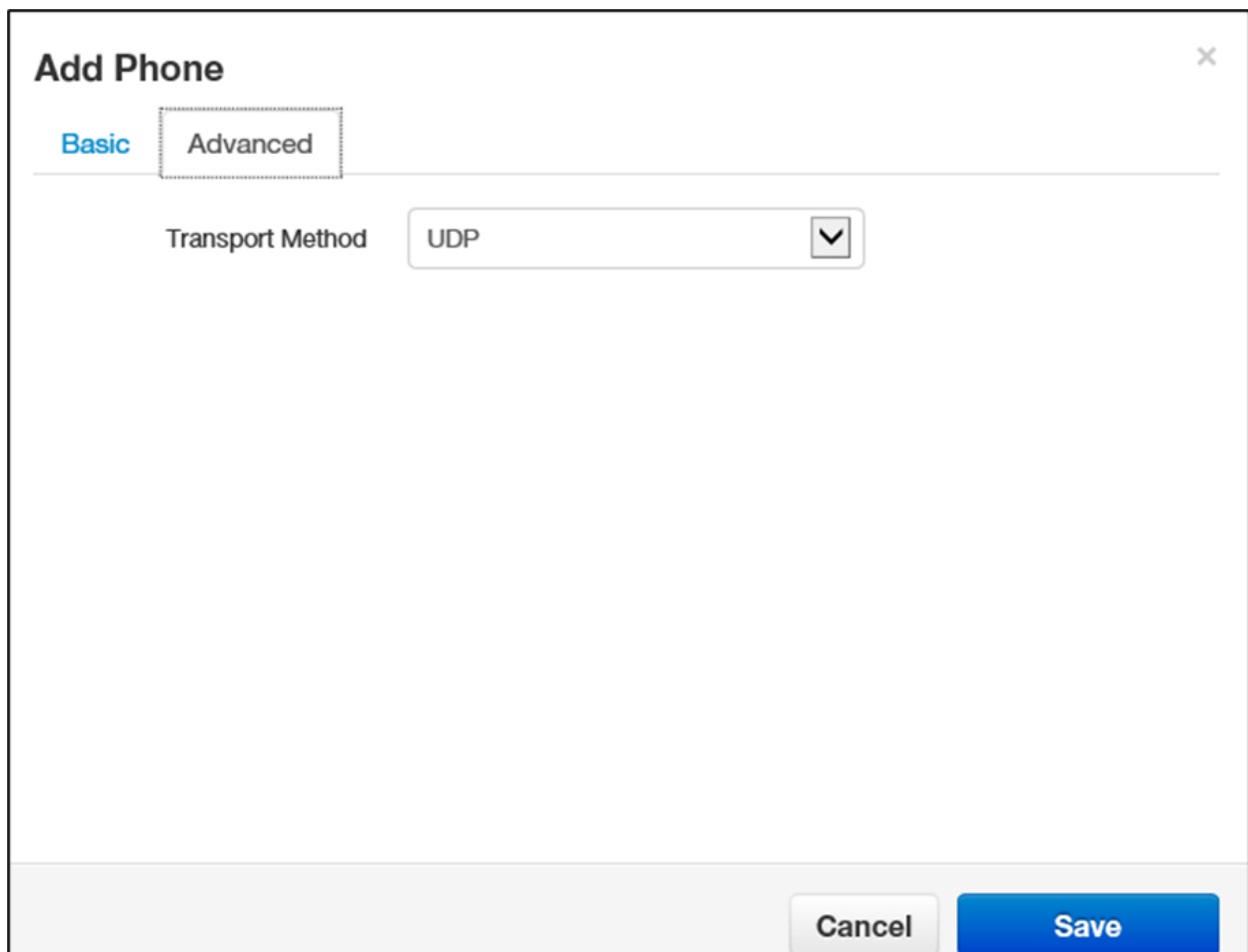
To add phones:

1. From the Phone Hardware tab, click the **Add Phone** button. The Add Phone pop-up window appears, with the **Basic** tab displayed.



The screenshot shows the 'Add Phone' pop-up window with the 'Basic' tab selected. The window has a title bar with 'Add Phone' and a close button. Below the title bar are two tabs: 'Basic' (selected) and 'Advanced'. The 'Basic' tab contains three fields: 'Model' with a dropdown menu showing 'Select a Phone Model', 'MAC Address' with a text input field containing 'Please enter MAC Address', and 'Notes' with a larger text area. At the bottom right of the window are 'Cancel' and 'Save' buttons.

2. Complete the fields in the **Basic** tab. The fields that appear are based on the make and model of the telephone selected.
3. Click **Advanced**, and then complete the fields in the tab. The fields that appear are based on the make and model of the telephone selected.
4. Click **Save**.



The screenshot shows the 'Add Phone' pop-up window with the 'Advanced' tab selected. The window has a title bar with 'Add Phone' and a close button. Below the title bar are two tabs: 'Basic' and 'Advanced' (selected). The 'Advanced' tab contains one field: 'Transport Method' with a dropdown menu showing 'UDP'. At the bottom right of the window are 'Cancel' and 'Save' buttons.

Setting	Description
Model	Adding a phone: enter the telephone's make and model. The remaining fields that appear in this window depend on the make and model selected. Editing a phone: read-only field that shows the phone model.
MAC Address	Adding a phone: enter the telephone's MAC address. Editing a phone: read-only field that shows the phone's MAC address.
Line	If your phone make and model have one or more lines, enter them in these fields. The lines available for selection appear if the Add Phone Extension check box is checked when adding a user.
Notes	Enter optional notes about this phone.
Directory	If this setting is available for your make and model of phone, select a directory for this phone.
Preferred Server	If this setting is available for your make and model of phone, select the preferred server you want to associate with this phone.
Transport Method	Select a transport method for the phone. Choices are: <ul style="list-style-type: none">• UDP• TCP• TLS