

## CREATE A USER WITH IP EXTENSION AND OPTIONAL MAILBOX

When you create a user in MX-ONE Provisioning Manager (PM) you can also add an IP extension with or without a mailbox.

This step-by-step instruction guides you how to set up a user with an IP extension and a mailbox. You can combine how you will set your user information. First you can create a new user, or import user information. Second you add a new extension, and third you add a new mailbox or use an existing mailbox.

**Note!** If you want to add more settings then this guide describe, please see the PM online help.

### LOG IN TO PM

**Do as follows:**

1. Open **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 A USER

**Do as follows:**

1. Click **Users** and then **User**. The **User** page is displayed.
2. Click **Add**. The step **Add User – Step 1/3** is displayed.
3. Type the last name of the user in the field **Last Name**.

4. Type the user ID in the field **User ID**.
5. It is optional to enter a password, but Mitel recommend you to select a password, minimum 6 characters. Enter needed information.
6. Select one or more options in the list **Existing Department(s); Location(s)** and then click on the **right-arrow**. Under **Selected Department(s) Location(s)** you will see the selected option. Sort the list with the button **Move Up** and **Move Down**.
7. Click **Next**. The **step User - Add – step 2/3** is displayed. Next step is to add an IP extension.

### ADD AN IP EXTENSION

You can add an IP extension in two ways:

- **Add a new IP extension.**
- **Use an existing extension.**

#### Add a new IP extension

**Do as follows:**

1. Click the tab **Service Summary**.
2. Click **Add** to the right of the field **Add New Extension**. The page **Extension - Add - Step 1 / 2** is displayed.
3. Select **IP** from the list **Extension Type**.
4. Click **Next**. The page **Extension - Add - Step 2 / 2 IP** is displayed.
5. Select if the user allows dialing **internal**, **regional**, **national** or **international** phone calls, from the list **Common Service Profile**. (**Note!** This is depending on how the system was configured in the startup.) Enter needed information.
6. Click **Continue**. The **page User –Change** is

displayed again.

7. Click **Apply**. The page **User - Change –Result** is displayed.
8. Click **Done**.

### ASSIGN AN EXISTING EXTENSION

**Do as follows:**

1. Click the tab **Service Summary**.
2. Type the extension number under **Extension Number**.
3. Click **Apply**. The page **User - Change –Result** is displayed.
4. Click **Done**.

## ADD A MAILBOX

If the user needs a mailbox you can add an existing mailbox number or add a new mailbox. **Note!** Add a mailbox is optional.

Do as follows:

### Add a new mailbox

1. Click **Add** to the right of the field **Add New Mailbox**. The page **Mailbox - Add - Step 1 / 2** is displayed.
2. Click **Next**. The page **Mailbox - Add - Step 2 / 2** is displayed.
3. Type the name of the user in the field **Subscriber Name**.
4. If required, enter needed information in the other fields.
5. Click **Continue**. The page **User - Add - Step 2 / 3** is displayed again. The mailbox number is displayed in the field **Assigned Mailboxes**.
6. Click **Next**. The page **User- Add - Step 3 Scheduling** is displayed.
7. If required, enter schedule information. **Note!** This optional.
8. Click **Apply**. The **User – Add –Result** page is displayed. If the settings were successful, you will get an information notice, see the following figure.

### User - Add - Result

[Done](#)




**Add operation successful for:**

- **User Id:** fsten

#### User

Property	Value
User Id	fsten
Last Name	stenen
<b>Department(s)</b>	
Department(s)	Company01; Location01
<b>Preferences</b>	
Use Last Selection	Yes
Language	English

#### Service Summary

Property	Value
<b>Extensions</b>	
Extension / Telephony System	205/TS-Local 
Secret / Main User / List	false/true/false
<b>Mailboxes</b>	
Mailbox / OneBox Server	205/Onebox 

9. Click **Done**, to close the page.