

SET MULTIPLE NAME SELECTION (MNS)

Before you can create a **Multiple Name Selection**, you have to create one user, with one mail box and 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.

VIEW EXTENSION

Do as follows:

1. Click **Services** and then **Extension** in the start page. The **Extension** page is displayed.
2. Type the extension number or type * to view all in the field **Enter Extension Number(s)**.
3. Click **View**. A list is displayed below.
4. Click **Change**, , before the extension number you want to set **Multiple Name Selection** for. The page **Extension – Change – Extension number** is displayed.

SET MULTIPLE NAME SELECTION

Do as follows:

1. Click **Service Summary** Tab.
2. Under **Function Keys**, select the **phone model** 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 **MNS – Multiple name selection** from the list **Function**.
6. Type the name of the key in the field **Key Label**. **Note!** This is optional.
7. Type the extension number in the field **MNS Number**. (**Note!** Please see your number plan.).
8. Click **Ok**. The **Function Keys** page is displayed again. The information about the selected key is displayed to the right of the key.

SAVE THE SETTINGS

Do as follows:

1. Click **Continue**. The page **Extension - Change** is displayed. The information about the selected key is displayed in the field **Function Keys**.
2. Click **Apply**. The page **Extension - Change – Extension number – Result** is displayed.
3. Click **Done**.