



## **PBX Provisioning Worksheet Guide:**

The purpose of the PBX provisioning worksheet is to ensure a successful PBX provisioning process. The following items are what we use to pre-configure a system to integrate into your existing network and deliver a basic system configuration.

Phone Model: This is the model of phone that is being provisioned along with your PBX. We will normally populate this for you. If you have existing phones, add the model here so we are aware that an extension is needed.

Extension: Enter the extension number preferred for that associated user. We recommend 3 to 4 digits (3XX, 3XXX) excluding anything prefixed with a 9.

Name / Location: Enter the name of the user, or location of the phone if it will be placed in a common area.

Email Address: This is optional, but helpful if the user is going to be receiving voice mail or a fax in the form of an email.

Local IP Address: This is an unused IP address on your network that we can assign to the PBX.

Subnet Mask: The associated subnet mask for your network. Typically this will be 255.255.255.0.

Default Gateway: This is usually the IP address of your router, or the device that handles the routing out to the internet.

External IP: This is an important parameter when configuring SIP trunking on the system. This will be the IP address on your router's WAN interface. You should also be able to determine your External IP by navigating to Google and searching: "What's my IP?"

DNS Server: Provide the IP address of your DNS server. This is usually your router, but if you are unsure, we will use Google's DNS server of 8.8.8.8.

SIP: DID/Phone Number: This will most likely be populated for you if numbers are pre-provisioned in our system. If you will be porting numbers, include them here.

Extension: If the destination for the number is an extension, enter that extension number.

Ring Group: If the destination for the number is a Ring Group, give it a name.

Ring Group Members: If the destination is a Ring Group, list the extensions that will be part of that group. List them separated by a comma (100,101,102,103), or specify ring all phones if that is the desired behavior.

No Answer Extension: Ring group only. Define the extension to send the call to if no one answers in the Ring Group.

Analog: Phone Number: If your system has an analog telephony card with trunk ports (FXO), include the phone numbers you are connecting to the PBX. We will assign them to a specific FXO port and include that information in a printed document packaged with your system. Fill out the destination information as described above.