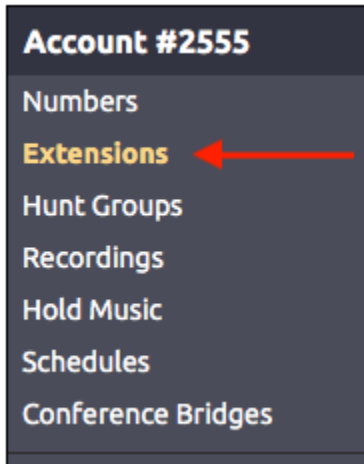
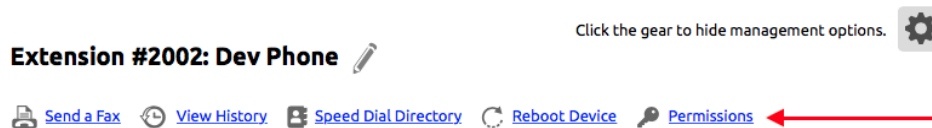


Deleting an Extension

1. Log in to the NocTel Control Panel
2. Click on **Extensions** in the left-hand menu.



3. Locate the extension that will be deleted in the list, or search for it using the search box. Click on the Extension to open the extension's options page.
4. Click the **Permissions** link under the extensions name and number.



5. On the **User Permission** tab click the **"Remove this extension"** link located next to the **Submit** button. If the link is blue, you can delete the extension immediately as it is not used elsewhere in the account.

User Permissions **Dialing Permissions** **Class Assignment**

☐ Allow extension users to edit inbound behavior action steps.
☒ Allow extension users to turn on/off "Ring my VoIP Phone."
☒ Allow extension users to turn on/off call forwarding.
☒ Allow extension users to adjust call forwarding settings.

☐ Allow extension users to turn on/off voicemail.
☒ Allow extension users to select voicemail greeting.
☒ Allow extension users to change voicemail PIN and toggle message waiting chime.

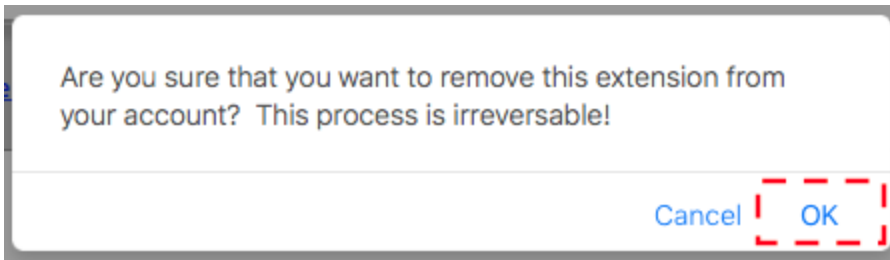
☐ Allow extension users to change their notification email address.

☐ Allow extension users to change preferences of the connected device.
☐ Allow extension users to change network & cloud settings for the connected device.
☐ Allow extension users to change speed dialing directory entries on the connected device.

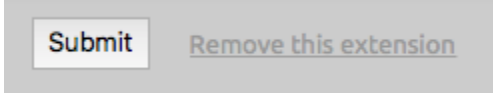
☐ Allow extension users to select which outbound Caller ID to use.
☐ Allow extension users to select the E911 emergency response location.

[Remove this extension](#)

After clicking the **"Remove this extension"** link, confirm that the extension should be deleted by clicking OK in the new dialog box.



If the "**remove this extension**" is grayed out the extension is in use somewhere in the account and must be disassociated from the areas where it is being used before it can be deleted. Clicking on the grayed-out link will show where the extension is in use.



Related articles

- [Exporting a Extension List](#)
- [Removing a User from the Control Panel](#)
- [Editing an Extension's Name and Number](#)
- [Deleting an Extension](#)
- [Adding a Generic SIP Extension](#)