Deleting an Extension

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

Account #2555
Numbers
Extensions ┥
Hunt Groups
Recordings
Hold Music
Schedules
Conference Bridges

- 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.

Extension	#2002: Dev P	hone 🧳	Click the gear to hide management options.		\$	
Send a Fax	O View History	Speed Dial Directory	C Reboot Device	Permissions	•	

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
L		
Allow extension use	ers to edit inbound behavior	action steps.
🗹 Allow extension use	ers to turn on/off "Ring my V	/oIP Phone."
Allow extension use	ers to turn on/off call forwar	ding.
Allow extension use	ers to adjust call forwarding	settings.
Allow extension use	ers to turn on/off voicemail.	
Allow extension use	ers to select voicemail greeti	ing.
🗹 Allow extension use	ers to change voicemail PIN a	and toggle message waiting chime.
Allow extension use	ers to change their notificati	on email address.
	in to enange their notification	
Allow extension use	ers to change preferences of	the connected device.
Allow extension use	ers to change network & clou	id settings for the connected device.
Allow extension use	ers to change speed dialing d	directory entries on the connected device.
Allow extension use	ers to select which outbound	Caller ID to use.
Allow extension use	ers to select the E911 emerg	ency response location.
Submit Remove	this extension	
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After clicking the "Remove this extension" link, confirm that the extension should be deleted by clicking OK in the new dialog box.

Are you sure that you want to r	remove this extension from
your account? This process is	irreversable!
	Cancel OK

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.

Submit Remove this extension

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