

Adding Go Extension in Bulk

Go extensions can be added to your account in batches of 10 using the normal [Add a New Extensions](#) feature. Bulk adding more than 10 can be done by NocTel's support team. To submit a bulk add request of Go extensions complete the Bulk Go Template and send it to support@nocotel.com. Please include your account number in the email.

Bulk Go Template

Download Template>> [Bulk_Go_Template.csv](#)

Download Guide >> [NocTel Bulk Go Guide.pdf](#)

Bulk Extension Import Field Definitions for NocTel Go

FIELD_NAME	required /optional	Description of field
ext_num	required	The desired extension number that matches the extension length in your general account preferences. Typically 3 or 4 digits. Be mindful not to conflict with your existing PBX extensions if you plan to allow dialing between an existing phone system and NocTel. If you need help with your dialplan design, please ask NocTel support.
ext_name	required	The extension (user's) name or desired extension description. The full name is recommended.
caller_id	optional	The desired caller ID phone number in the 10-digit format 5035551234. This number must exist in the NocTel account. Contact NocTel Support if you need to add existing phone numbers to use as your Caller ID.
twin_parent	optional	If you want it linked or "twinned" to an existing physical handset, enter the extension number. Must be a valid Polycom extension.
enable_vm	optional	Should voicemail be enabled on the extension? This will be ignored if twin_parent is used, as the same parent extension's voicemail will appear on both the physical handset and Go extension. Y – Yes, only send an https web link to voicemails. A – Yes, and attach the mp3 file to the email. N (or Blank) – Voicemail not enabled. Extension will just ring.
vm_email	optional	Enter the user's email address. adding the user's email address will allow the user to receive emailed copies of voicemails that are left. Leave blank if no voicemail or you don't want this feature.
qr_email	optional	If you'd like the QR code to be delivered with a generic message to an email address, put the email address in this field. If a Y is entered, the vm_email will be used. <i>(The QR email will only be sent when adding Go extension with the Bulk Add performed by the NocTel support team.)</i>

Extension numbers that conflict with existing extensions in the NocTel account will cause the import to be rejected.

When completed, send the CSV file to support@nocotel.com along with your NocTel account number and it will be checked for completeness, processed and added to your account.