

Bulk Change for Users

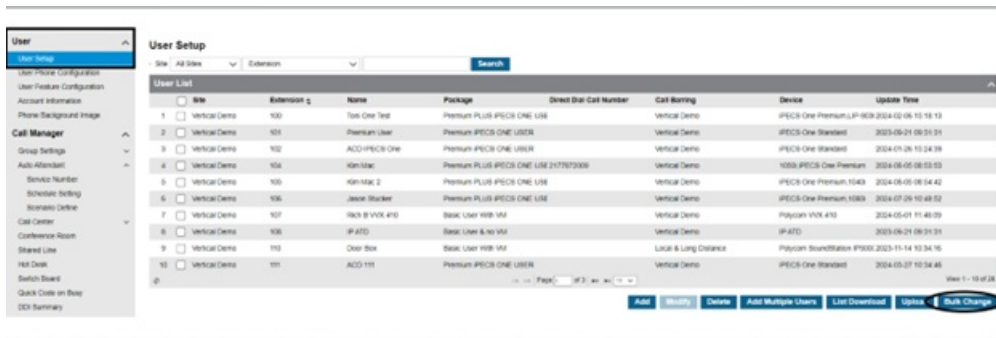
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Bulk Change for Users

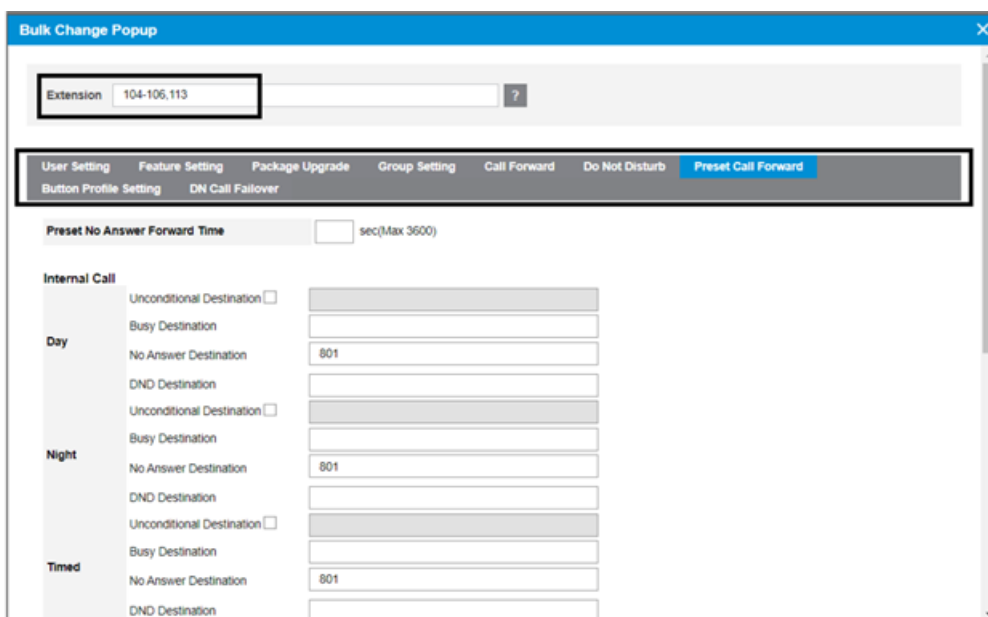
When you have changes that you want to make to multiple users, you can use the Bulk Change option to do that.

Follow the screen shot below to access Users and select the Bulk Change option.



Enter the range of extensions, and/or if not in sequential order, enter a comma between the user extension numbers you wish to change (no spaces)

Then select the bulk setting you wish to change, in this example, the Preset Call Forward option. Make those changes the same as you would for a single user and save your changes



Bulk Change Popup [Close]

Timed
Busy Destination []
No Answer Destination []
DND Destination []

External Call
Unconditional Destination []
Busy Destination []

Day
No Answer Destination []
DND Destination []
Unconditional Destination []
Busy Destination []

Night
No Answer Destination []
DND Destination []
Unconditional Destination []
Busy Destination []

Timed
No Answer Destination []
DND Destination []

Batch Modify [Close]

Forward Type: No Answer [v]
Forward Destination: Voice Mail [v] 801 []

[Save] [Close]

[Batch Modify] [Save]

[Cancel]