



## GLN - New PJSIP Extension Setup Form

Date of Request: \_\_\_\_\_

Requestor: \_\_\_\_\_

Name of the user: \_\_\_\_\_

What extension are we assigning? \_\_\_\_\_

Is this an extension with a handset only or would you like the extension set up on our GreenLink softphone app as well? \_\_\_\_\_

For the softphone app, we'll need an email address to set up the customer portal credentials needed:

\_\_\_\_\_

Where will the phone be located? (This a required 911 designation)

\_\_\_\_\_

How would you like voicemail setup? \_\_\_\_\_

If setting voicemail-to-email, please provide email address: \_\_\_\_\_

Using a phone you already have or buying a one?  Existing phone  Buying a new one

If it is an existing phone, please provide us the Make/Model of the phone and the MAC address:

\_\_\_\_\_

If buying, here is a link to our products page: <https://www.greenlinknetworks.com/solutions/cloud-phone-system/devices?hsLang=en>

Let us know the make/model you'd like to purchase: \_\_\_\_\_

Do we set up customer portal access so that they can manage their extension?      Yes      No

**GreenLink Service Team**

888-972-8802

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