

Adding Your First Phone

Objective: Add a phone to the system and give it an extension.

Step 1 - Add an Extension

1) Navigate to the **Extensions** screen

2) Create a new extension

- "Extension" can be any unused extension.
- "Device Type" should usually be SIP.
- "CallerID Name" should be something that identifies the phone.
- All other fields are optional. For more information, see [Extensions](#).

If you get the error "**No valid Data Center license found**", please go to [Atlassian Marketplace](#) to purchase or evaluate the Refined Toolkit for Confluence Data Center. Please read this [document](#) to get more information about the newly released Data Center version.

Step 2 - Add a New Device

1) Navigate to the **Devices** screen

2) Create a new Device

- "MAC" should be the MAC address of the new phone.
- "Main Extension" should be the extension created in Step 1.
- "Phone Type" is the manufacturer of the phone; either POLYCOM or YEALINK.
- All other fields are optional. For more information, see [Devices](#).

Step 3 - Configure the Device

- 1) Navigate to the **Device Registrations** screen
 - 2) Create a new device registration and configure it for the phone
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