

End User/Personal Extension Experience

To access [DesktopConnect](#), all users must have an assigned extension and their username and password. Usernames and temporary passwords will be emailed to each user when the profile is created by an Account Administrator or Super User.

Calling status:
Green – Ready to make/receive calls.
Grey X – Muted; no app notifications.
Red – All devices muted/[Do not disturb](#) is enabled.

Reports:
View, save, print or email your calling activity for up to the past 90 days.

Extension Settings:

- Update name, email, password and security questions.
- Set Call and SMS settings as well as app notifications.
- Configure [Call Continuity](#), [7-Digit Dialing](#) and [Call Screening](#).
- Set your [Never Miss a Call](#) preferences and user level [Call Block](#).
- Manage your [Voicemail Settings](#) and [recorded greetings](#)
- [Add and remove devices](#) associated with your extension.

Inbox:

- Instant messaging, group messaging and file sharing between users on the same account.
- Send/receive SMS directly and through [Business Inbox](#).

Calls:

- History of inbound, outbound and missed calls.
- Use free and paid [calling features](#) like Click to Call, 3-Way Calling, Call Flip, and Call Recording.

Favorites & Contacts:

- Import, add, delete, and edit contacts.
- Contacts flagged with a star will appear in favorites list.

Help:

- Toggle [Do Not Disturb](#) and App Calling.
- Links to [System Status](#) and [Help](#) options.

