

Setting Grandstream Extension Numbers to 3-digit

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Most business phone users are accustomed to 3-digit extensions. When confronted by 4-digit extensions, it can be confusing.

It is very simple to change the length of the digits and their designations

From the menus select:

- a. PBX
- b. Internal Options
- c. General

i. Enter the Following:

0. User Extensions	100	629
0. Pick Extensions	400	499
0. Auto Provision Extensions	300	350
0. Conference Extensions	630	639
0. Ring Group Extensions	640	649
0. Queue Extensions	650	659
0. Voicemail Group Extension	660	669
0. IVR Extensions	670	679
0. Dial By Name Extensions	680	689
0. Fax Extension	690	699

For most of the changes are simply removing the last digit of the 4-digit number. However, you cannot have an extension in the 700 range. So the last three groups are adjusted to fit below 700. (Yellow highlighted section)

Posted by: [Steve Hoh](#) - Thu, May 19, 2016 at 10:24 AM. This article has been viewed 5770 times.

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