



## How To Use Guide: Network Extender Management

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### Overview

This guide explains how to set up your priority telephone numbers, update user names and assign additional users with access to also manage online using [Network Extender](#).

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#### General Information

#### User Role Access

The following user roles can have Network Extender access rights assigned to them:

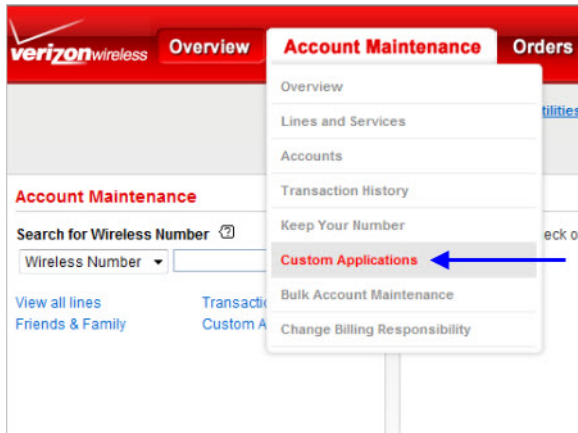
- Administrator
- Analyst
- Maintain
- Maintain and Pay
- Maintain Limited
- Product and Services



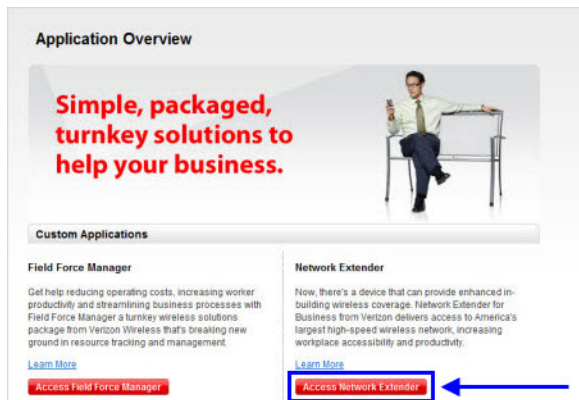
## How To's

### Access Network Extender

1. From the **Account Maintenance** dropdown menu, click **Custom Applications**.

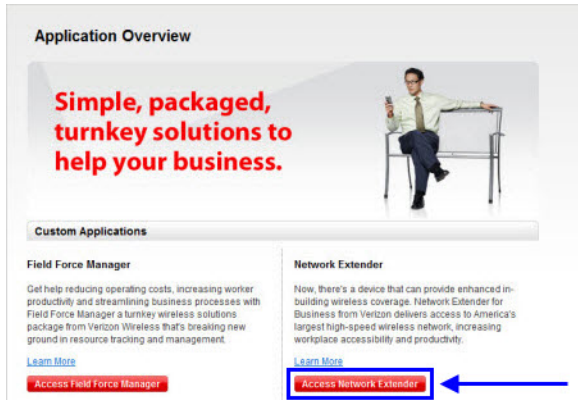


2. Click **Access Network Extender** to manage your service.



## Add a Name to a Network Extender

1. Click **Access Network Extender**.



**Application Overview**

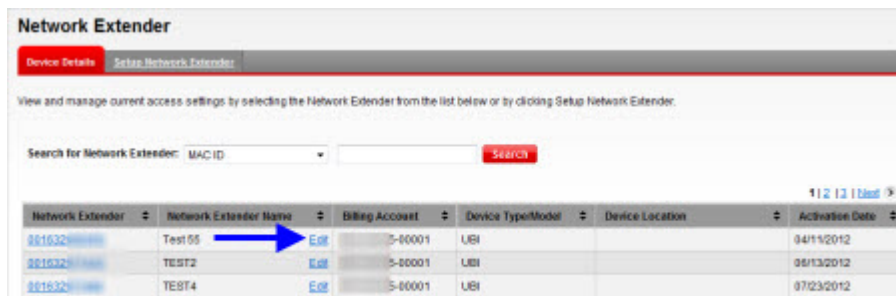
Simple, packaged, turnkey solutions to help your business.

**Custom Applications**

**Field Force Manager**  
Get help reducing operating costs, increasing worker productivity and streamlining business processes with Field Force Manager a turnkey wireless solutions package from Verizon Wireless that's breaking new ground in resource tracking and management.  
[Learn More](#)  
[Access Field Force Manager](#)

**Network Extender**  
Now, there's a device that can provide enhanced in-building wireless coverage. Network Extender for Business from Verizon delivers access to America's largest high-speed wireless network, increasing workplace accessibility and productivity.  
[Learn More](#)  
[Access Network Extender](#)

2. Click **Edit** to add or edit the name assigned to the device.



**Network Extender**

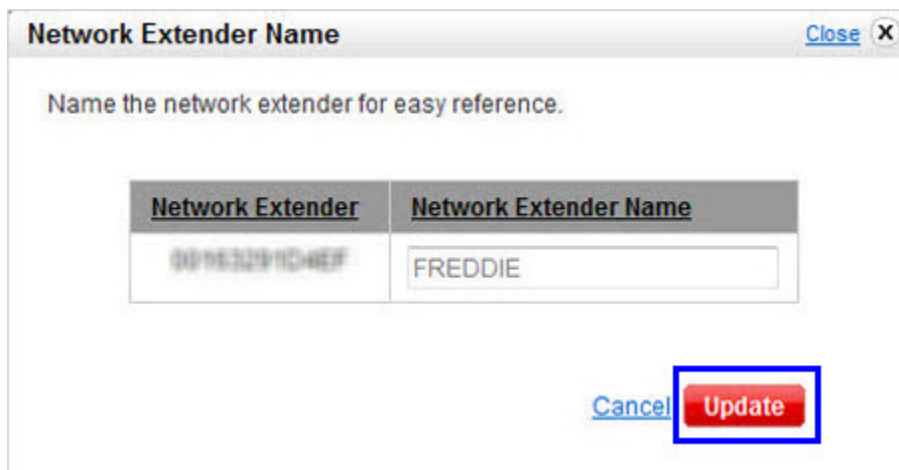
Device Details | [Setup Network Extender](#)

View and manage current access settings by selecting the Network Extender from the list below or by clicking Setup Network Extender.

Search for Network Extender:  [Search](#)

Network Extender	Network Extender Name	Billing Account	Device Type/Model	Device Location	Activation Date
<a href="#">00163291D4EF</a>	Test 05 <a href="#">Edit</a>	5-00001	UBI		04/11/2012
<a href="#">00163291D4EF</a>	TEST2 <a href="#">Edit</a>	5-00001	UBI		06/13/2012
<a href="#">00163291D4EF</a>	TEST4 <a href="#">Edit</a>	5-00001	UBI		07/23/2012

3. Add or edit the Network Extender Name. Click **Update**.



**Network Extender Name** [Close](#) X

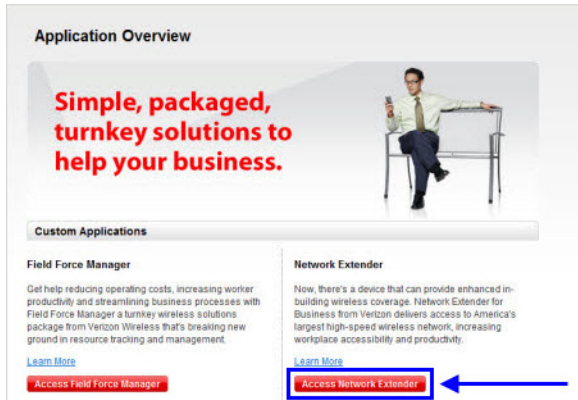
Name the network extender for easy reference.

Network Extender	Network Extender Name
00163291D4EF	FREDDIE

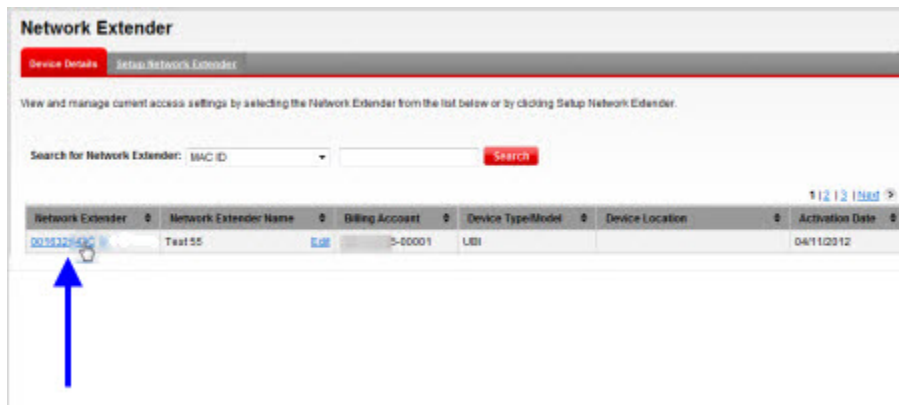
[Cancel](#) [Update](#)

## Set Up and Manage Network Extender

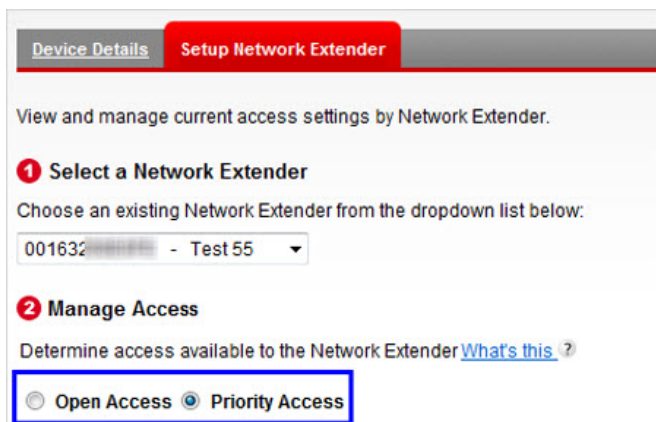
1. Click **Access Network Extender**.



2. From **the Device Details** tab, select a device from the Network Extender column.



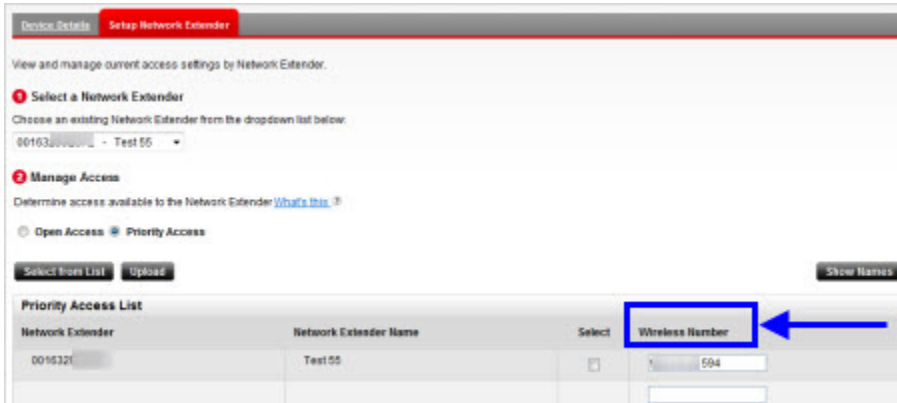
3. Select the appropriate access that's available to the Network Extender: Open or Priority. You now have the ability to add or delete wireless numbers.



Note: If Priority is selected, you can enter up to 50 wireless numbers.

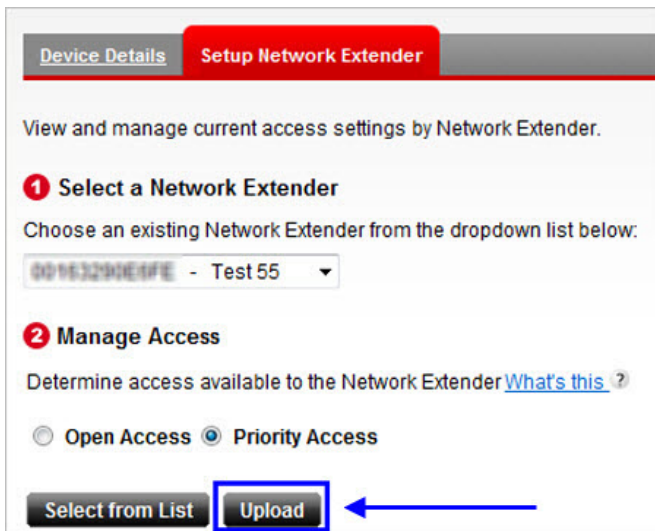


4. Enter the wireless number in the Wireless Number field, or select it from a list by clicking the **Select from List** button.

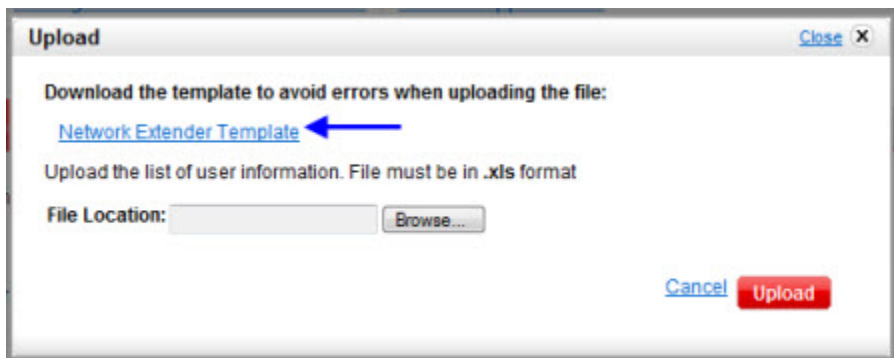


Note: The wireless numbers must be 10 digits; international numbers will not be accepted.

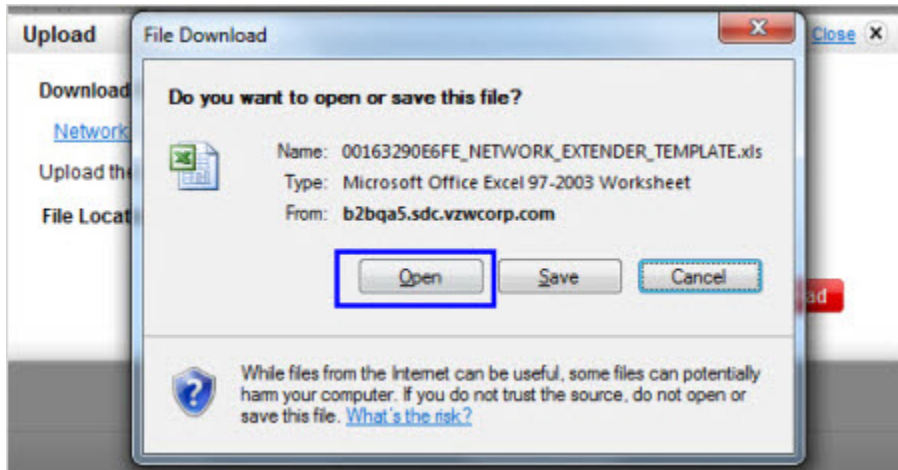
5. To update a large quantity of numbers simultaneously, click **Upload** to access the Upload template.



6. Click the **Network Extender Template** link to open the Network Extender template.



- Click **Open** to access the Excel spreadsheet.



- Complete the template with 10-digit wireless numbers and user names.

	A	B	C	D	E	F	G	H	I	J	K
1	00163291D4EF_NETWORK_EXTENDER_TEMPLATE										
2	Enter up to 50 wireless numbers and user names to assign priority access.										
3	User names are for reference only and will be automatically populated based on the name associated to the wireless number on the bill.										
4	DO NOT DELETE or CHANGE text in ROWS 1-6. This will cause the upload to fail.										
5											
6	Wireless Number	User Name									
7	XXXXXXXXXX	External Contact									
8											
9											

Note: The only acceptable file format is an Excel worksheet.

- When completed, save the file to a convenient location. Click **Browse** in the pop-up window to locate the file and upload it for processing.

