

# How To Use Guide: Network Extender Management

#### 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 <u>Network Extender</u>.

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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.

neip your business	
Custom Applications	
Field Force Manager	Network Extender
Field Force Manager Get help reducing operating costs, increasing worker productivity and stermining business processes with Field Force Manager a turnitey wireless a clutions package from Vencon Wireless marts breaking new ground in resource tracing and management.	Network Extender New, brers's a device that can provide enhanced in- building wireless coverage. Network Extender for Business from Vertion delivers access to America's largest high-speed wireless network, increasing workplace accessibility and productivity.

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

Network Exte	nde	er								
Device Details	ue.Ne	twork Extender								
View and manage curre	nt ac	cess settings by selecting th	e Netw	ork Extender from the	list	below or by clicking Set	up N	etwark Extender.		
101010101011										
Search for Network 8	ater	der: MACID	•			Search				
									112 13 1bled	8
Network Extender	+	Network Extender Name	+	Billing Account	\$	Device TyperModel	+	Device Location	\$ Activation Date	\$
001632		Test 55	Edit	5-80001		UBI			04/11/2012	
201032		TEST2	Lat	5-00001		UBI			06/13/2012	
001632		TEST4	Eat	5-00001		LIBI			07/23/2012	

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

he network ext	ender for	r easy reference.	
Network Ext	ender	Network Extender Name	
001632910	DHEF	FREDDIE	



# Set Up and Manage Network Extender

1. Click Access Network Extender.

Custom Applications	
Field Force Manager	Network Extender
Get help reducing operating costs, increasing worker productivity and streamlining business processes with	Now, there's a device that can provide enhanced in- building wireless coverage. Network Extender for Business from Verizon delivers access to America's
Field Force Manager a turnkey wireless solutions package from Verizon Wireless that's breaking new ground in resource tracking and management.	largest high-speed wireless network, increasing workplace accessibility and productivity.

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

earch for Network Ext	ander: MACID	•		Search		112 13 INO	
Vetwork Extender	Network Extender Name		Billing Account	Device Type/Model	Device Location	Activation Date	
onazelege 🕷 👘	Test 55	5.00	5-00001	UBI		04/11/2012	

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.

Device Betalla Setup Hetwork Ext	ender			
view and manage content access see	rys of new on Chenon.			
Select a Network Extender				
Choose an existing Network Estender	from the dropdown list below.			
00163 Test 55 ·				
O Manage Access				
Determine access available to the Ne	work Estender What's this			
Open Access @ Priority Acces				
Select from List Upload				Show Names
Priority Access List				
Network Extender	Network Extender Name	Select	Wreiess Number	
0016321	Test 55	13	594	

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.

Device Details	Setup Network Extender
View and manage	e current access settings by Network Extender.
<ol> <li>Select a Net</li> </ol>	work Extender
Choose an existir	ng Network Extender from the dropdown list below:
00163290E6FE	- Test 55 🔻
2 Manage Acc	cess
Determine acces	s available to the Network Extender What's this ?
Open Acces	s <ul> <li>Priority Access</li> </ul>
Select from Lis	t Upload

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

	Close X
void errors when uploading the file	e:
Browse	
	Cancel Upload
	nvoid errors when uploading the file



7. Click Open to access the Excel spreadsheet.



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

	A	B	C	D	E	F	G	H		J	K
1	00163291D4EF_N	ETWORK_EXTEND	ER_TEMP	LATE							
2	Enter up to 50 wire	eless numbers and	user name	s to assign	priority acce	88.					
3	User names are fo	r reference only and	d will be au	tomatically	populated ba	used on t	he name ass	ociated to t	he wireless	s number o	n the bill
4	DO NOT DELETE	or CHANGE text in	ROWS 1-	6. This will o	ause the up	load to fa	ail.				
5											
6	Wireless Number	User Name									
7	9169563999	External Contact									
8											
9											

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

9. 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.

