

FAQ: 31046 HOW DO I PRINT A SUMMARY LISTING OF EXTENSIONS ON THE SYSTEM?

The information in this article applies to:
Call Accounting Lite, Jr. or Pro

QUESTION

How do I print an Extension List from the System.

ANSWER

You can print an extension listing as follows:

1. From the Call Accounting MAIN MENU, select the REPORTS MENU.
2. From the REPORTS MENU select the STATION FILE REPORTS menu option.
3. From the STATION FILE REPORTS option select the STATION SUMMARY REPORT.
4. Set your print option and your sort option and select OK.
5. The Station List Report will be printed.

Comm One Technical Support
12723 Whisper Creek Cove
Draper, UT 84020
801-523-9797
support@commone.com

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