# Cloud Voice – Additional line

1 What is it?

If you've got any spare lines on your site you can add more lines to your devices.

- If you have an IP handset you can add additional lines under any spare line keys

- With an IP DECT unit you can run multiple DECT handsets off one base station, and each of these handsets can have different lines

- The ATA Analogue Terminal adaptor has two line ports on it so you can add a second analogue device with a separate line to it if you wanted

2 How do I add an additional line?

1. Login to the BT Cloud Voice portal

2. Select '**Employees**'

3. Select '**Add Employee**' from the menu on the left hand side
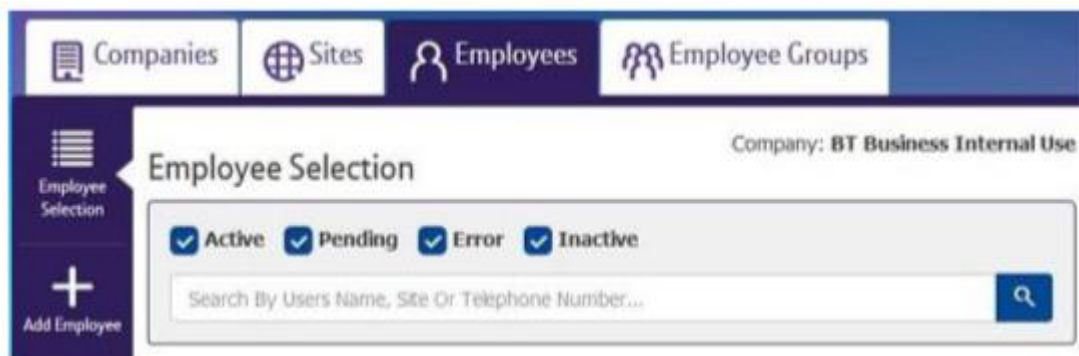
4. Enter employee details

5. Click '**Save & Activate**'

✓ **Success:** The employee was created.   ×

Site Selection

* Site Name

Select A Site...   ▾

6. Select the '**Site Name**'

Employee Settings

* Username

new.employee

* User Type	* First Name
Additional Line ▾	First Name
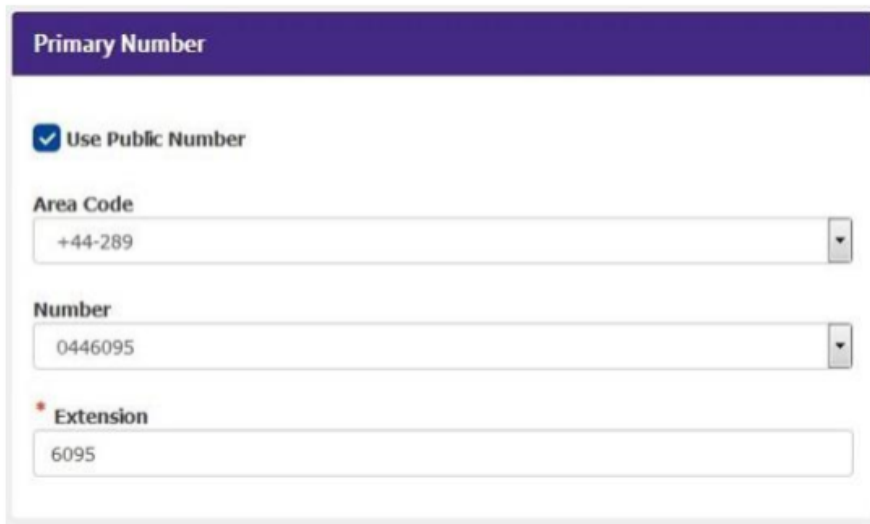
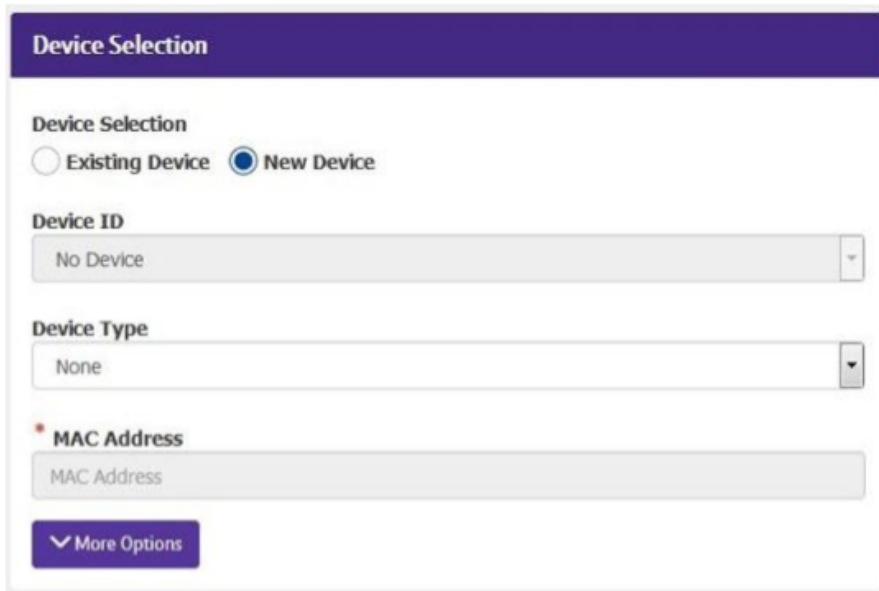| * Language	* Surname
English ▾	Surname

* Caller ID First Name

Caller ID First Name

* Caller ID Surname

Caller ID Surname

7. Select '**Additional Line**'

8. Select '**Primary Number**', '**Feature Package**' and '**Optional Add-On Feature Packages**' (If required)

9. Select the '**Device**'

   a. 'New Device'

      - Define a new 'Device ID'
      - Select the 'Device Type' from the dropdown box
      - Enter the device 'MAC Address'

   b. 'Existing Device'

      - Select the existing device in the 'Device ID' dropdown box

10. Click '**Activate**'