



[Knowledgebase](#) > [On Q UC](#) > [General Information](#) > [Recommended Extension Numbering](#)

Recommended Extension Numbering

Andrew Edington - 2026-03-05 - [General Information](#)

Overview

We highly recommend utilising an extension numbering schema in your organisation. Plan your extensions before provisioning users. With a comprehensive plan that includes extension length, leading digits, and which extensions to avoid, new users can then be efficiently added for years to come. Consistency is key.

3-Digit

Number Range	Feature/Function
x11	Avoid This Format
100-199	Extensions
200-299	Extensions
300-399	Extensions
400-499	Call Queues
500-599	Call Queues
600-699	Conferences
700-799	Call Parks
800-899	Auto Attendants
900-999	Auto Attendants

4-Digit

Warning

Extensions 5000 & 5001 are system reserved for access to voicemail.

Number Range	Feature/Function
1000-1999	Extensions
2000-2999	Extensions
3000-3999	Extensions
4000-4999	Call Queues
5002-5999	Call Queues
6000-6999	Conferences
7000-7999	Call Parks
8000-8999	Auto Attendants
9000-9999	Auto Attendants