

## Extension Mobility Login:

Press the Service button on the phone.

Select Extension Mobility.

From the softkey button along the bottom of the screen, press select.

Type in your Network User ID via the number pad on the phone. Use the arrow button to move down and enter 12345 as the pin #. (If using the IP Communicator or Jabber Softphone, you may use your key board to type in your information.)

Press the Submit softkey button along the bottom of the screen.

The phone will cycle and your name should appear on the screen with your number across the top.

## **To logout;**

Press the Service button on the phone.

Select Extension Mobility.

Screen will ask "Logout 7XXXX? Press the Yes button along the bottom of the screen.

Phone will cycle again and return to the original state.

## **VOICE MAL:**

Once logged in to your phone, press the messages button.

Enter in 1379 and follow the automated directions.

OR,

From any phone dial 377-0004, Enter your extension 7XXXX, enter your voice mail pin #.

You will be connected to your voice mail.