

To assign your extension to a telephone:

Step 1 **From an anonymous or unassigned phone** (one that has no extension listed on it) PRESS THE POUND BUTTON You will need to know your extension and VM password which should be either 1234 or what you have changed it to. NOTE - A phone that is unassigned will show “available” on it. If it is one that has been put in a place for office use it will show “anonymous” on it. If it has an extension assigned (assigned phone) to it you should see that extension on the screen. If this is your assigned phone showing your extension you do not need to follow these instructions. However, if it shows a different extension you will press the pound key twice, follow the prompts and log into your voice mail. Your password should be either what you assigned it to be or 1234. This will not be the original assigned person’s VM password as you should have to put your extension in and then it will prompt for your password. But if you have forgotten it or have issues with the password, let Technology know to reset it for you.

You can follow all the prompts for instructions. They should be like the following:

Step 2 Press 7 to select Change Mailbox Options.

Step 3 Press 3 to select Re-assign Extension.

Step 4 Press 1 to select Assign.

Step 5 Wait for a dial tone, then hang up.

YOU MUST REPEAT THE STEPS AND FOLLOW THE PROMPTS TO RE-ASSIGN YOUR EXTENSION BACK TO YOUR HOME PHONE.