

## To assign your extension to a telephone:

Step 1 Press the voicemail button and:

**From an anonymous phone**, log into your voice mail. You will need to know your extension. 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 to it you should see that extension on the screen.

**From an assigned phone**, If this is **your** assigned phone you will simply put in your password if it is **not your** phone ignore the prompt and press the pound key then enter your password. **Your password** should be either what you assigned it to be or 1234.

\*\*\*\*If you have forgotten it or have issues with the password, let Mary Crook know and she'll reset it for you.

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.**