

## To Sign into your phone:

1. Press the “Assign” key
2. Enter your extension and voicemail password
3. Press the ‘OK’ key

## To Sign off

1. Press the “Option” key
2. Enter your Voicemail Password
3. Using the arrows key on your phone, scroll down and select the “Unassign User” option and press the “Unassign” key
4. Press the “Unassign” key again on the warning


## EXTENSION ASSIGNMENT

### Using Phone Interface

Assign ext. to Available or Anonymous phone

**Assign** + Ext. + Password + **OK**

Unassign extension

**Options** + Password + **OK** +  + **Unassign user** + **Unassign** + **Unassign**

Assign your ext. to an assigned phone

**Options** + **Assign** + Ext.+Password + **OK**