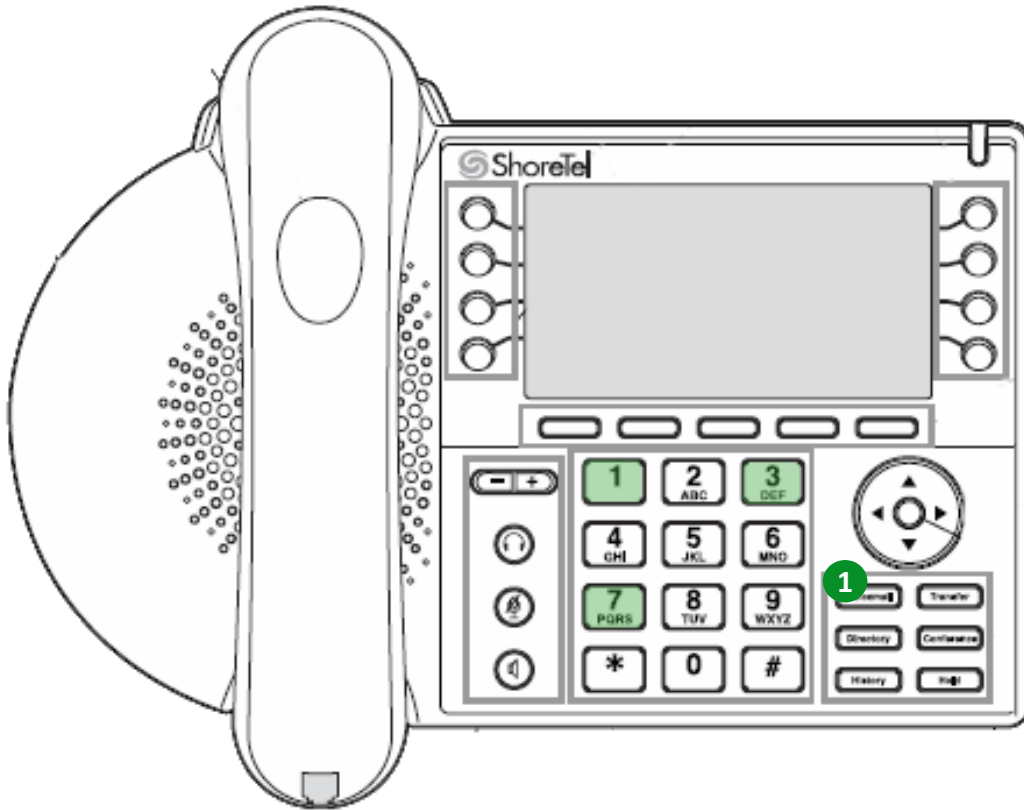


Assigning a Phone

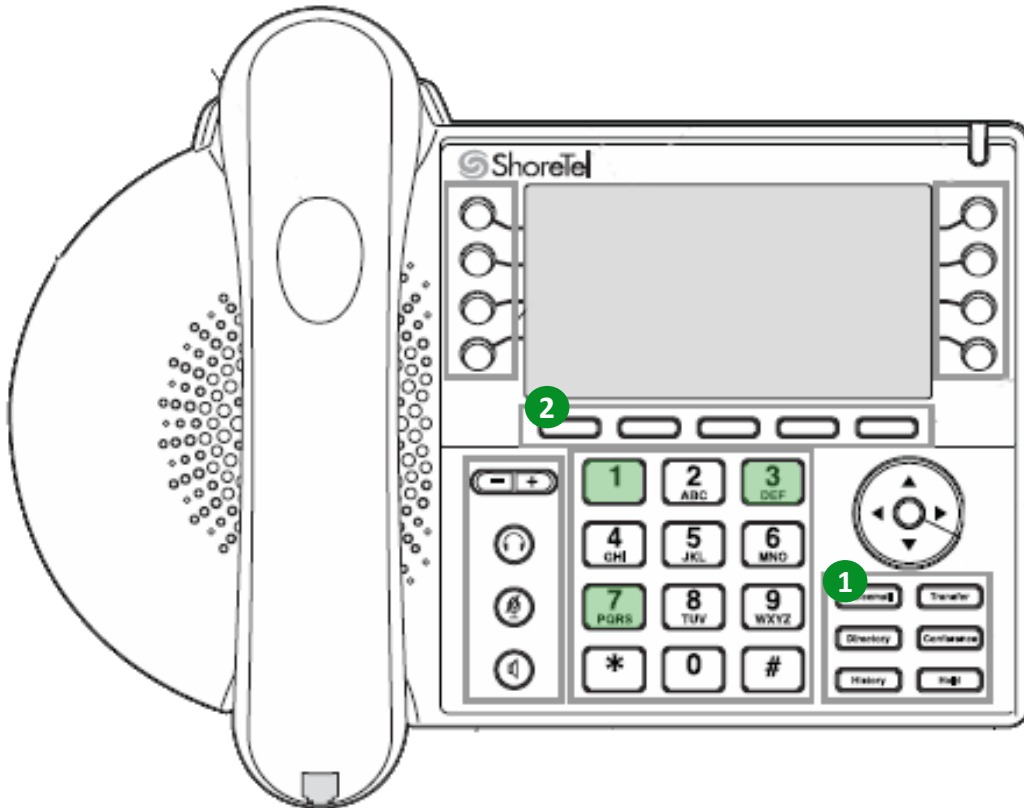
If the phone is not currently assigned to a user and displays “Available” follow the steps below to assign the phone to you.



- 1 Press the Voicemail Function Key
- 2 Enter your Voicemail Box
- 3 Enter your password (Default is same as your extension) + #
- 4 Dial 7—3—1 to assign your extension to this phone

Re-Assigning a Phone

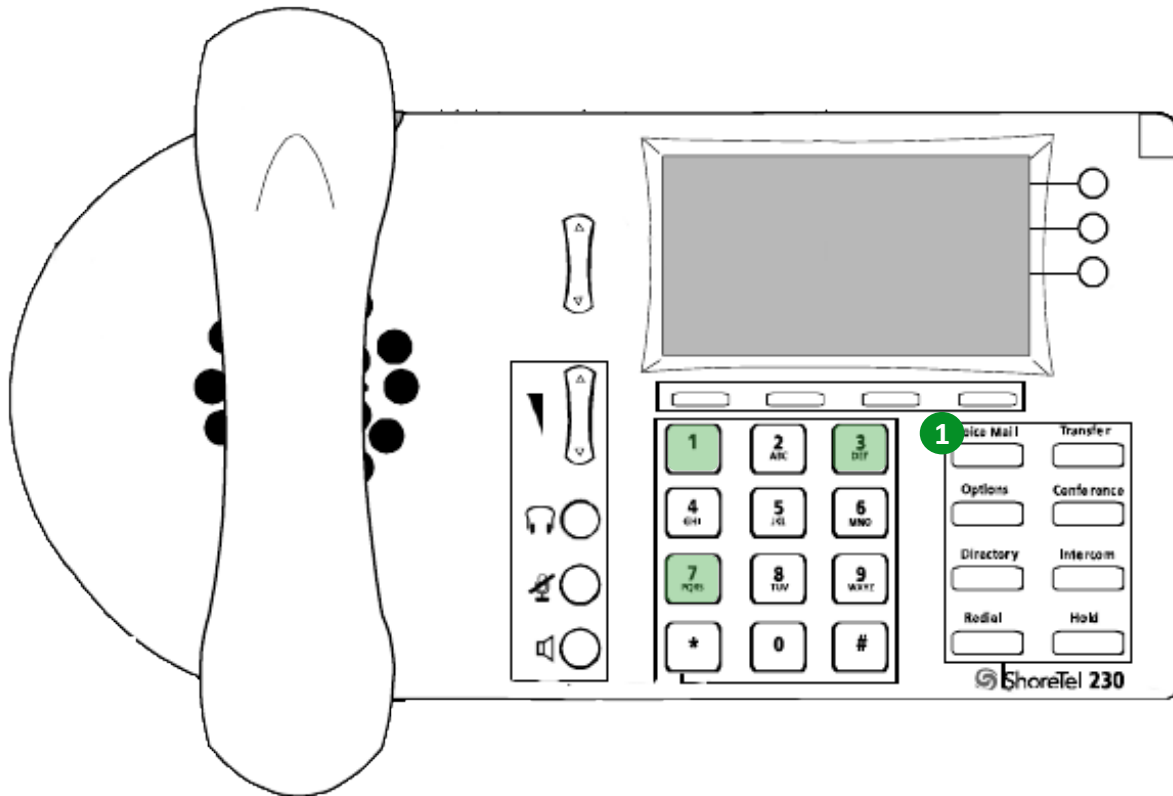
If the phone is currently assigned to a user and you need to reassign the phone to you the follow the steps below.



- 1 Press the Voicemail Function Key
- 2 Press Call Voicemail Soft Key
- 3 Press # to select your voicemail box
- 4 Enter Your Voicemail Number
- 5 Enter your password (Default is same as your extension) + #
- 6 Dial 7—3—1 to assign your extension to this phone

Assigning a Phone

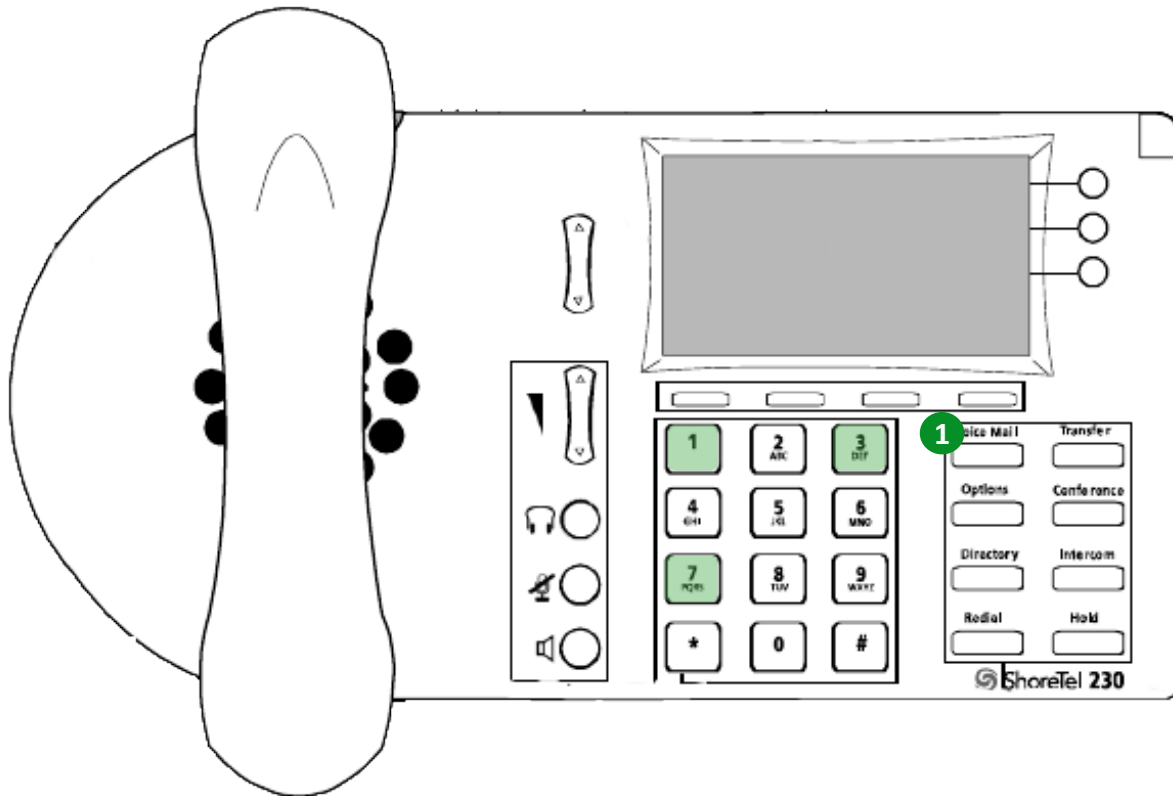
If the phone is not currently assigned to a user and displays



- 1 Press the Voicemail Function Key
- 2 Enter your Voicemail Box
- 3 Enter your password (Default is same as your extension) + #
- 4 Dial 7—3—1 to assign your extension to this phone

Re-Assigning a Phone

If the phone is currently assigned to a user and you need to reassign the phone to you the follow the steps below.



- 1 Press the Voicemail Function Key
- 2 Press # to select your voicemail box
- 3 Enter Your Voicemail Number
- 4 Enter your password (Default is same as your extension)
- 5 Dial 7—3—1 to assign your extension to this phone