Extension Mobility
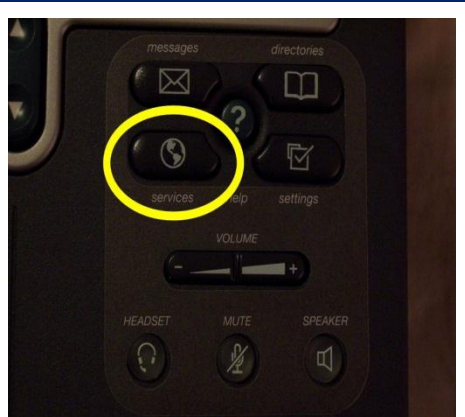
- Extension Mobility is a service that allows any staff member with a Personal Phone Number to use any phone in the District.

- When Extension Mobility is used, the phone (no matter what name or number is on the phone) will change to show your name and Personal Phone Number.

Extension Mobility (Cont.)

- To use Extension Mobility:
  - Press the Services Button on the Telephone.
  - Using the number pad, press the number 1 for Extension Mobility.
  - Using the number pad, Enter your Personal Extension (the LAST 5 digits of your Personal Phone Number) as the UserID.
  - Press the Scroll button on the phone.
  - Using the number pad, Enter 12345 for the PIN.
  - Then press the Submit button (Soft Key) on the phone.

Extension Mobility (Cont.)

- After you are done using the phone, you should change the phone back to the original phone number.

- Follow these steps to use Extension Mobility to change the phone back to the original phone number:

  - Press the Services button on the phone.

  - Using the number pad, press the number 1 for Extension Mobility.

  - The screen will display the question:

    - Logout 7XXXX?

    - Press the YES button on the phone.

- The phone will then revert back to the original phone number.