




## Logging into your office phone using another university Cisco 7841 phone

You may login to your office phone from another university Cisco 7841 phone so that it will temporarily take on all of your phone's features including calls, voicemail indicators, ringtone and speed dials.

### To Log In to your phone using Extension Mobility:

1. Locate the Cisco 7841 phone at your temporary workstation.
2. Press the **APPLICATIONS**  button to access your **Settings**.
3. Use the **Navigation** button to select **Extension Mobility A**.
4. Enter **NetID** by typing into the keypad in a text fashion.
5. Enter PIN: **12345** (assuming you have not changed this PIN previously). This PIN may be reset in your Self Care Portal. Note: This PIN should not be confused with your voicemail PIN as they are not related.
6. Press the **Submit** soft key (soft keys are visible on the bottom of the phone screen and will change depending on the phone's state).
7. The phone will register to your office phone parameters. This phone will maintain your phone parameters for 12 hours. After 12 hours, you will be signed out automatically.

### To Log Off of Extension Mobility:

1. Press the **APPLICATIONS**  button to access your **Settings**.
2. Use the **Navigation** button to select **Extension Mobility**.
3. Press the **Yes** soft key (soft keys are visible on the bottom of the phone screen and will change depending on the phone's state) to sign out.

For additional assistance please contact the OIT Service Desk at 303-724-(HELP), submit a ticket from the [OIT Service Center](#) or [via email](#).