

# Extension Mobility

With Extension Mobility (EM), you can log in to another Cisco VoIP phone and use it as your own. Your User ID and PIN access your profile configuration, enabling your phone lines, features, and web-based settings can travel with you.

**Tips:** Logging in to another phone automatically logs you out of your own desk phone.

## Logging into the Phone



1. Press the **Services** Button
2. Select **Login** (or Login 1)
3. Press the **Select** soft key.



4. **UserID:** Enter your BCIT ID if necessary  
Not case sensitive
  - Unless you have moved around this may be autopopulated.
5. Use the navigation arrows to scroll down,
6. **PIN:** Enter your PIN.  
**Note:** Your PIN is a 4 digit number that you specified to be used for setup.
7. Press **Submit** soft key.

Your phone will reset and then your user profile will be displayed and you will see a Login Successful message. Press **Exit** soft key.

## Logging out of the Phone



1. To logout. Press **Services** button.
2. Select **Login1**.
3. Press the **Select** soft key
4. Select **Logout A00#####**
5. Press the **Yes** soft key