

# DOING HYBRID WELL

## Phones - Extension Mobility



**1** Press the GEAR symbol, then SCROLL down and select "Extension Mobility." Using the phone keypad, enter your User ID. (Your five-digit phone extension.)

**2** Press SCROLL button down to "PIN", and enter your PIN. Click the "Submit" button. Once your device profile loads, use the phone as you normally would.

**3** Please remember to log out when you leave for the day. To log out, press the gear symbol, then scroll down and select "Extension Mobility Logout." Press the button under "Yes."

**4** When you log out of Extension Mobility, the device profile saves call forwarding settings. Call forwarding will continue to work after logging out of Extension Mobility.

**5** To change the Extension Mobility PIN: after logging in, press the Application key and select "Set PIN." Follow the on-screen instructions.

If you forget your Extension Mobility PIN, please contact the department voice administrator(s) to submit a request to UBC-IT to reset.

Satoshi Iura [satoshi.iura@ubc.ca](mailto:satoshi.iura@ubc.ca) or Joy Magno [joy.magno@ubc.ca](mailto:joy.magno@ubc.ca)

