

Finsbury RLM Hot Desking

Logging in to IP420

1. Press **Voicemail**
2. Press **#**
3. Enter your extension number
4. Enter your voicemail password followed by **#**
5. Press **7** for mailbox options
6. Press **3** for extension assignment
7. Press **1** to assign your extension to this handset

Logging out of IP420

1. Press **Voicemail**
2. Enter your voicemail password followed by **#**
3. Press **7** for mailbox options
4. Press **3** for extension assignment
5. Press **2** to unassign your extension from this handset

Logging in to IP485

1. Press **Assign** soft key
2. Enter your extension number
3. Press **Next** soft key or **down arrow key**
4. Enter your voicemail password
5. Press **Ok** soft key

Logging out of IP485

1. Press **Options** soft key
2. Enter your voicemail password and press **Ok** soft key
3. Scroll down to Unassign user and press **Unassign** soft key
4. Press **Unassign** soft key again to confirm.

Logging in to IP655

1. Press **Voicemail**
2. Press **#** to dial into the voicemail menu
3. Press **#**
4. Enter your extension number
5. Enter your voicemail password followed by **#**
6. Press **7** for mailbox options
7. Press **3** for extension assignment
8. Press **1** to assign your extension to this handset

Logging out of IP655

1. Press **Voicemail**
2. Press **#** to dial into the voicemail menu
3. Enter your extension number
4. Enter your voicemail password followed by **#**
5. Press **7** for mailbox options
6. Press **3** for extension assignment
7. Press **2** to unassign your extension from this handset.