

Introduction

Extension mobility allows Griffith staff to temporarily access their Griffith extension (including all phone profile configurations such as voicemail, line appearances, services and speed dials) from another video phone within the University.

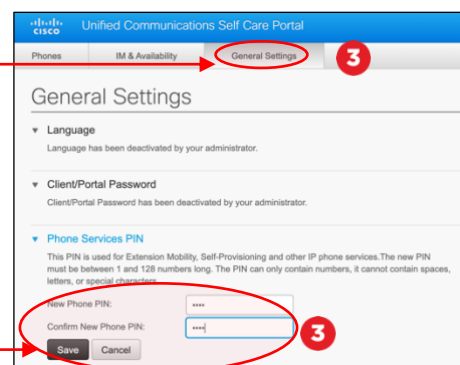
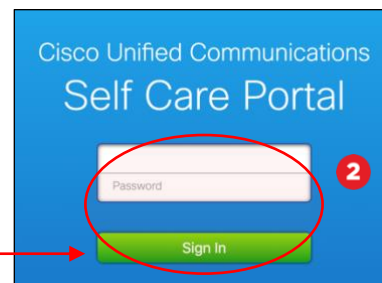
For example, if you usually use your Griffith extension from a desk phone in a Gold Coast office but are temporarily relocated to Logan, you can log into a spare phone with your own phone profile using your Extension Mobility PIN. You will need to set up your desk phone/extension mobility PIN before you can log into any other Griffith video phone. You only need to set up your PIN once and if you forget it, you can change it using instructions below.

When you log into a video phone using extension mobility, your login session will last 12 hours and reset overnight.

NOTE: The use of extension mobility is *not* recommended for staff who are a Qmaster agent.


Step 1: Set up or change your pin via unified call manager

- 1 Launch a web browser and go to phone-config.griffith.edu.au/
- 2 Log in using your Griffith credentials (sNumber and password), and select **Sign In**.
- 3 Under the **General Settings** tab go to **Phone Services PIN**, then enter and confirm your new phone PIN and select **Save**.
- 4 A message will appear on the screen advising the new PIN has been successfully saved.
- 5 Sign out by selecting your **sNumber** in the top right corner, and then selecting **Sign Out**.



Step 2: How to use extension mobility

- Your screen may appear slightly different from the image shown depending on the video phone model.

- 1 Press the  button on your video phone and use the arrow buttons to navigate the screen.
- 2 Select **Extension Mobility**, enter your sNumber and password and select **Submit**.
- 3 Enter your **Desk Phone/Extension Mobility PIN** and then submit. You are now logged in with your own phone profile.

