ShoreTel's Extension Reassignment for a Quick Getaway
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I get asked this question a lot by ShoreTel users. How do I have all my calls to my Extension ring on another ShoreTel phone?

At times, you may be in the office working away from your normal desk phone and you need your calls to ring at another desk (i.e. conference room, work area, library, another office, etc.). ShoreTel offers a simple solution to get this done! Just change your extension assignment to have all your calls ring to your temporary phone just as they would normally ring at your desk. This month's tip will show you how to reassign an extension to any phone.

The Steps listed below will allow to bring your phone extension profile to a phone located in your office or a remote office and then send it back to your home ShoreTel phone. Of course, both phones should be part of the same ShoreTel LAN and or WAN Network infrastructure (managed from the same ShoreTel Onsite or Cloud HQ server).

To assign/reassign your extension to another phone:

➢ Press the Voice Mail button
➢ Press # button (pause a few second after pressing the Voice Mail button)
➢ Enter your extension number and VM password
➢ Press 7 – Options
➢ Press 3 – Reassign
➢ Press 1 – Assign extension to this telephone

To logoff extension from the phone and send back to home phone:

➢ Press the Voice Mail button
➢ Enter your password
➢ Press 7 – Options
➢ Press 3 – Reassign
➢ Press 2 – Log off this telephone (Extension will go automatically to home phone, once logged off)