How to move phones around in an office

Step 1: Login to your Manager program

Step 2: Make a note of the extension(s) you would like to change (Note: We recommend writing them down and what extension they are going to so it is easier to make the changes below)

Step 3: Go into the extension tab on the left most side

Step 4: Find the extension of the first phone you wish to change (Note: it might help to reorder the extensions from high to low or vice versa for easier navigation) Once it is located under the extension option change its extension to what phone is going to this spot instead. Repeat this step till all extensions are changed

Step 5: Save the system as an **Immediate** (Note: this will reboot the phone system). Once the system reboots the phone will have moved. (Note: the save option will default to merge while saving you must move to immediate of the phone changes will not take place. You will need to reverse changes and save then reapply with an immediate to fix.