

Hosted PBX by Golden West

Moving a Phone

If a user changes offices, we recommend moving the phone. The user's extension will follow the phone. Otherwise, use the following procedure to reassign phones:

1. On the menu bar, click **Inventory**.
2. Click the **Phone Hardware** tab.
3. Click the MAC address of the appropriate phone.
4. In the pop-up window, reassign the extensions, and then click **Save**.

