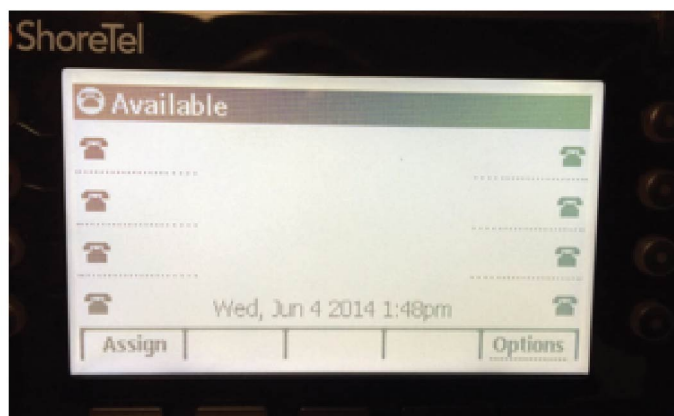


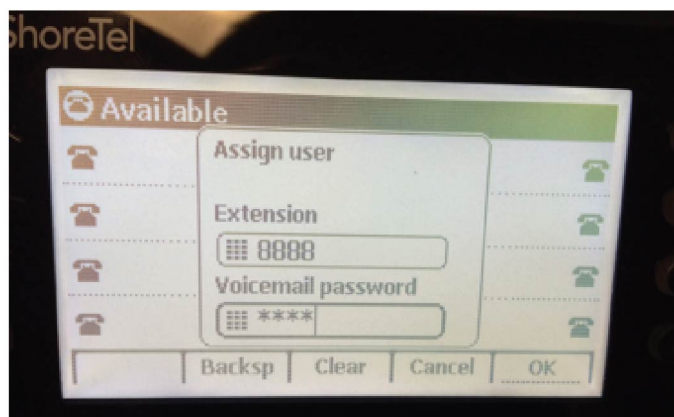
How to Assign a User

ShoreTel 400 Series Phone

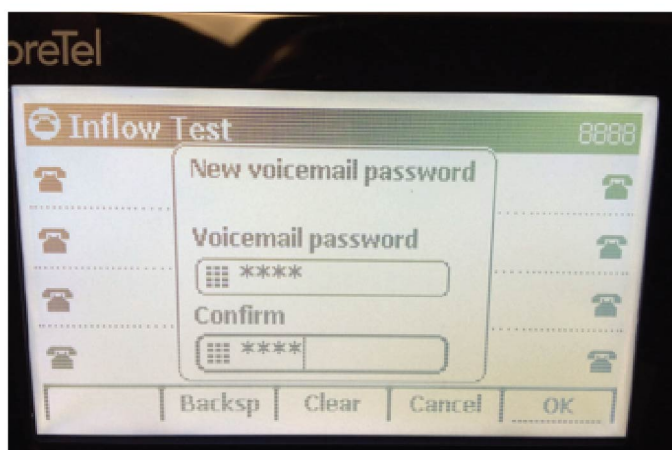
- 1 Press the **Assign** button under the screen



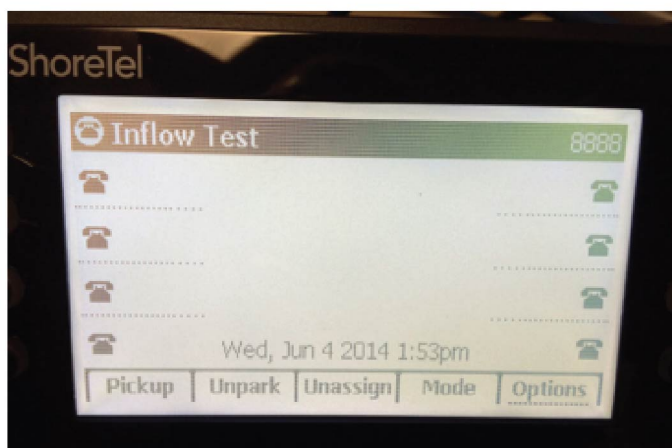
- 2 Enter your extension number and press **Next**, then enter your Voicemail password (1234 if it's a new user) then press the **OK** button



- 3** If Prompted enter a new Voicemail Password (4 digits minimum and not 1234) then press **Next** and re-enter the password again. Then press the **OK** button



- 4** After a few seconds you should now see your Name and Extension number assigned to the phone.



Need Help?

Contact our expert support team by calling **855.9.INFLOW** today!