

14 July 2022

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**Set up new desk phone**

Setting up new phone

Graphical user interface, text, application, email

Description automatically generated

Open each in a new tab

Graphical user interface, text, application, email

Description automatically generated

Click copy on each

Graphical user interface, text, email

Description automatically generated

Change the below details to the unallocated phone number you have found from the desk phone list spreadsheet

Translation pattern 1.

Graphical user interface

Description automatically generated with medium confidence

Graphical user interface, text, application

Description automatically generated

Translation pattern 2

Graphical user interface, text, application, email

Description automatically generated

Graphical user interface, text, application

Description automatically generated

Translation pattern 3

Graphical user interface, application, email

Description automatically generated

Graphical user interface, text, application

Description automatically generated

Translation pattern 4

Graphical user interface, text, application, email

Description automatically generated

Graphical user interface, text, application

Description automatically generated

Now you have completed a translation pattern setup