College Deskphone: Setup & Use

Last Modified on 03/28/2024 2:46 pm EDT

The following article applies to **College deskphones**. For College softphones, see College Softphone: Setup & Use.
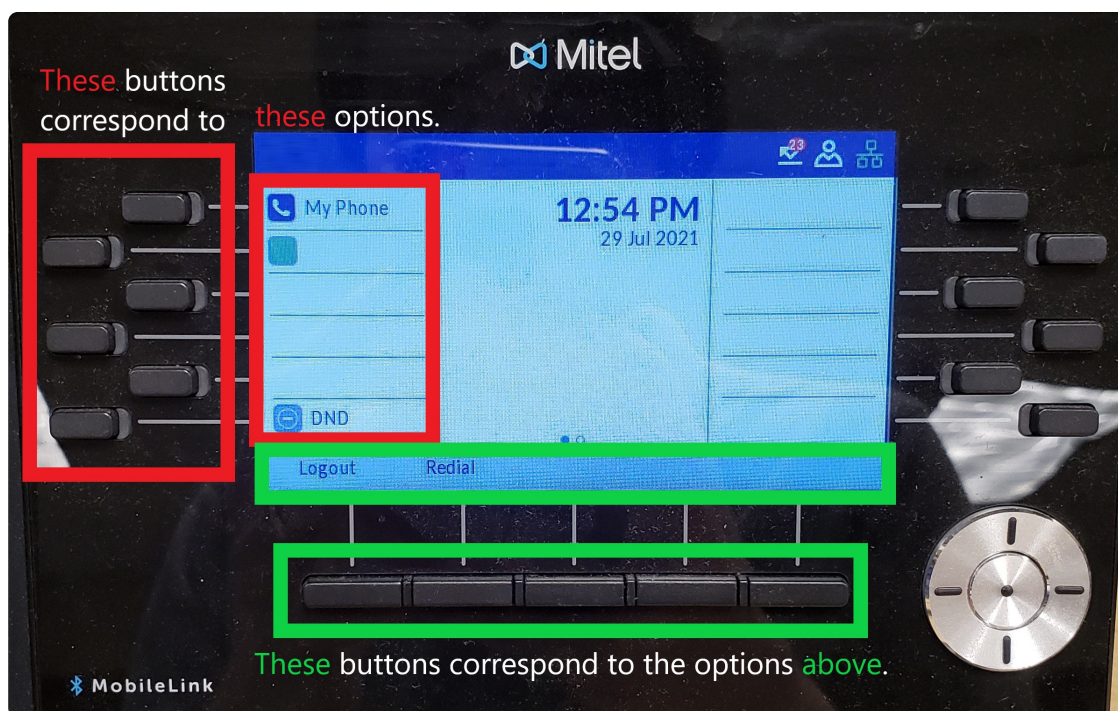
The basics

> **Dial 81 to make a call to a number outside the College.**
> **(e.g., 81-xxx-xxx-xxxx)**

> Extension = last 4 digits of your College phone number

Phone Layout	Voicemail
Quick Reference Guide 📄	Quick Reference Guide 📄
Advanced Reference Guide 📄	Advanced Reference Guide 📄

Login and voicemail setup

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1. On your deskphone's screen, find the **Hot Desk** option
2. Press the button that lines up with **Hot Desk**
3. Press the button that lines up with **Login**
4. Enter your **extension** and press **Enter**
5. Enter your **PIN**:
   - If you haven't set up your voicemail before, **your PIN is your extension**.
   - If you have set up your voicemail, your PIN is your voicemail PIN.
6. Press **Enter**
7. Follow the **on-screen prompts**
8. Once logged in, you will see your **extension** in the top-left corner of your deskphone's screen
9. Press the ⦿⦿ button and follow the **on-screen prompts**

Check messages

Off-campus?

Check your messages

Check another voicemail

Change greetings

> **Off-campus?**

1. Pick up your **deskphone's handset**
2. Press the
   ⚬⚬
   button
3. Enter your **PIN**
4. Press **8** to access **user options**
5. Press **4** to change your greeting(s)
6. Press one of the following buttons:
   - **7** to change your **primary personal** greeting
   - **2** to change your **conditional personal*** greeting
     plays when the line is busy
   - **4** to change your **extended absence** greeting
   - **3** to switch between active greetings

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk**!

Phone: 610-526-7440 | Library and Help Desk hours🖺
Email: help@brynmawr.edu | Service catalog🖺
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