College Deskphone: Setup & Use

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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

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Login and voicemail setup
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 QD 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
Location: Canaday Library 1st floor