College Deskphone: Setup & Use

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 **button** and follow the **on-screen prompts**

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**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