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

<table>
<thead>
<tr>
<th>Phone Layout</th>
<th>Voicemail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quick Reference Guide</td>
<td>Quick Reference Guide</td>
</tr>
<tr>
<td>Advanced Reference Guide</td>
<td>Advanced Reference Guide</td>
</tr>
</tbody>
</table>
Login and setup

1. On the screen, find Hot Desk
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 voicemail

Off-campus?
Check your messages

1. Pick up your deskphone's handset
2. Press the button
3. Enter your PIN
4. Follow the audio prompts to check and/or delete messages

Check another voicemail

Note: You may see a "xxxx VM" button on your deskphone. If so, simply press that and enter the voicemail PIN.

If not, follow the instructions below.

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