

College Deskphone: Setup & Use

Last Modified on 05/02/2024 12:56 pm EDT

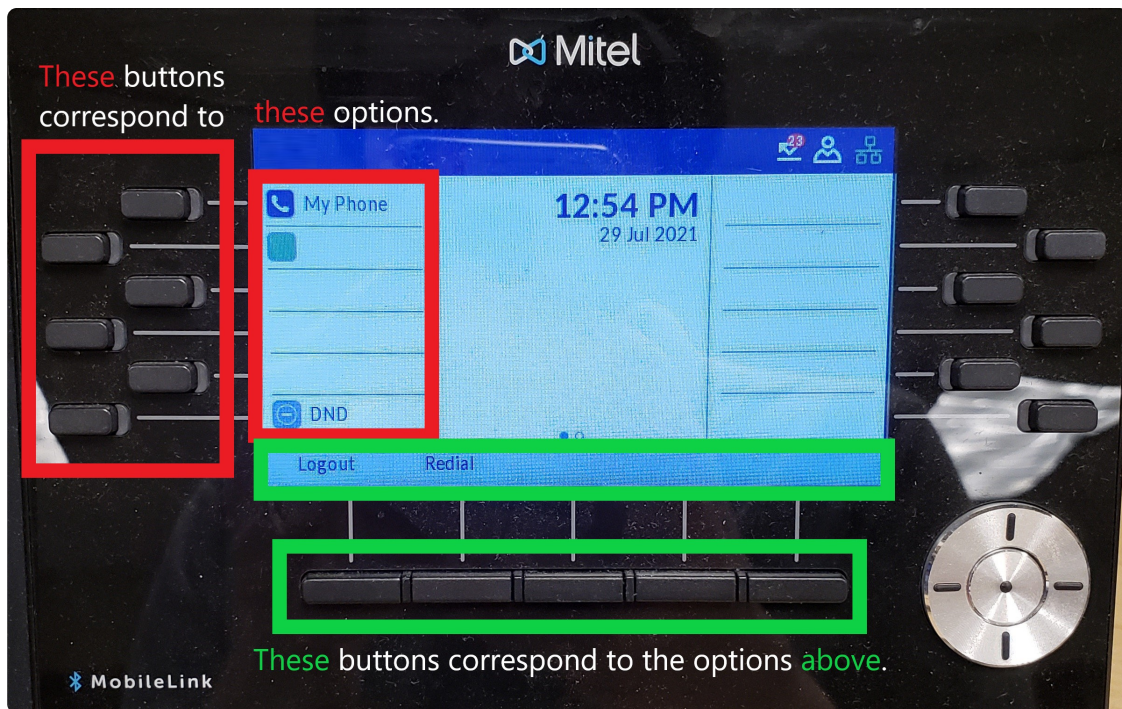
The following article applies to **College deskphones**. For College softphones, see [College Softphone: Setup & Use](#).

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 



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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
