

College phone: Setup

Last Modified on 03/23/2026 3:40 pm EDT

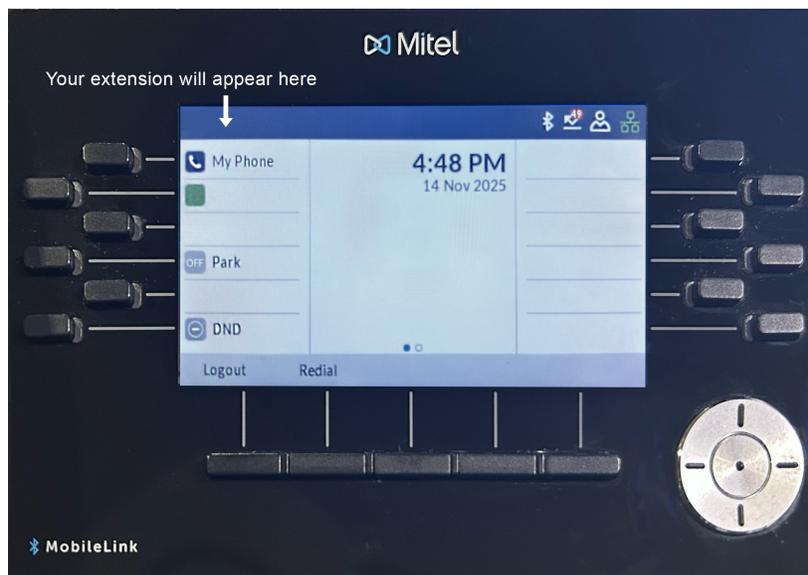
The following article applies to **College landline phones**, also called *Deskphones*. For information about accessing your College phone or voicemail on another device, see [College phone: MiCollab Softphone](#).

See also:

- [College phone: Making calls](#)
- [College phone: Using voicemail](#)
- [College phone: Online access with MiCollab](#)

Getting oriented

Home screen



*Additional phone lines or menu items may appear on some users' screens.

The side buttons correspond to the options next to them in the columns on the screen. The lower buttons correspond to the options above them on the screen.

The directional pad on the right side of the phone is used to navigate the phone's menus.

Your extension will appear in the upper left corner of the screen.

Keypad



The phone's keypad has the following **function buttons** on the left and right side of the number pad:

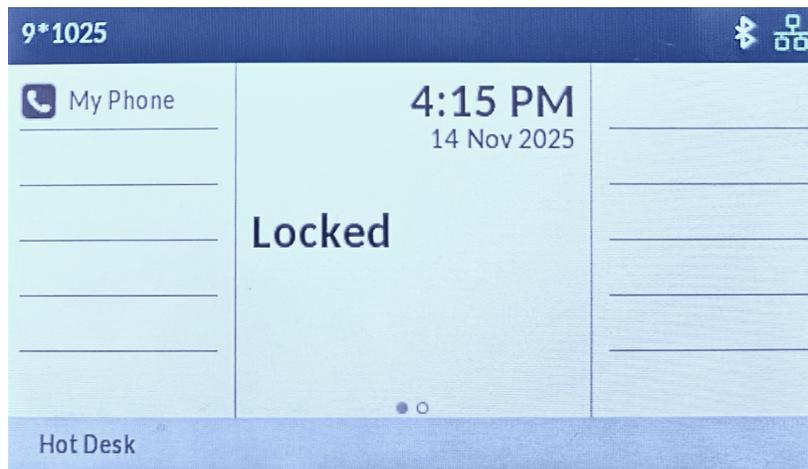
1. **Contacts list** – Add phone numbers to this list for easy access (list is empty by default)
 2. **Call history** – Review and redial recent missed calls
 3. **Voicemail** – Listen to voice messages
 4. **Settings** – Change settings such as language, Bluetooth and ringtone
 5. **Volume** – While on a call, adjust your handset or speaker volume
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- A. **End call** – End or decline a call or send a voice message
 - B. **Call history** – Review and redial recent outgoing calls
 - C. **Hold** – While on a call, place the other party on hold
 - D. **Mute** – While on a call, mute the microphone
 - E. **Speaker/headset** – Toggle speakerphone or headset mode, if connected

Log in

To log into a College phone, you will need to know your **extension** and **passcode**.

Don't know your passcode?

If your phone is already logged in with another extension, press the **Log out** button then **press it again** to confirm. The phone is now **locked**.



To log into a locked phone:

1. Using the buttons below the screen, select **Hot Desk**
2. Select **Login**
3. Enter your extension using the number pad, then select **Enter**
4. Enter your passcode, then select **Enter**
 - **Don't know your passcode?**
5. Once logged in, you will see your home page and your extension will appear in the upper-left corner of the screen

First-time voicemail setup

The first time you access your voicemail, you will be prompted to change your passcode:

1. Pick up your **deskphone handset**
2. Press the **voicemail** button
3. Enter your passcode
4. When prompted, enter a **new passcode** then enter it again to confirm

From the voicemail menu, you can customize your **recorded name**, **passcode** and **greetings**. See [College Phone: Using voicemail](#) for more information.

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

