

Phone Login Instructions

Purpose

This document explains how to login to your phone after returning to the office.

Information

Due to changes made to the phone network, it may be necessary to “Login” to your phone when you return to your office after October 2,2020 . These changes were made to enhance security across our phone network.

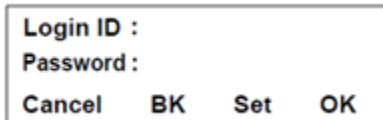
When on campus, please follow the instructions below to “Login” to your phone.

You will be using **your extension number** for both the “Login ID” and “Password”.

Should you have any issues, questions or concerns with the directions, please notify the Technology Service Center for assistance.

Instructions

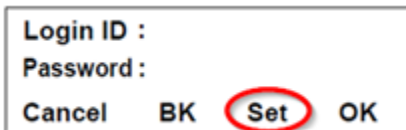
Step 1. With the Login page displayed on your phone (See Below).



Login ID :
Password :
Cancel BK Set OK

Step 2. Dial your extension number for the Login ID.

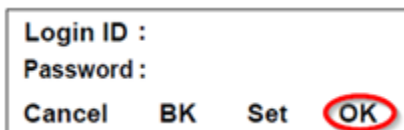
Step 3. Press the button below the text “Set” seen on your phone display.



Login ID :
Password :
Cancel BK **Set** OK

Step 4. Dial your extension number for the Password.


Step 5. Press the button below the text “OK” seen on your phone display.



Login ID :
Password :
Cancel BK Set **OK**

Step 6. Please wait 1-2 minutes while your phone downloads necessary configuration files.

Version History

Version	Published	Changed By	Comment
CURRENT (v. 11)	Jun 10, 2021 17:26	 Hamilton, Anna	

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