

8945 / 9951 CISCO Phone Log In

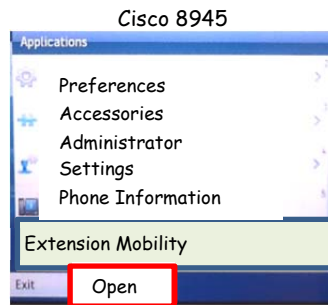
1. Press the **Application Button** on the Phone (Located in the upper left corner of key pad).



The phone screen will show the following options:

Applications (6 items)

- Call History
- Preferences
- Accessories
- Administrator Settings
- Phone Information
- Extension Mobility



2. Select **Extension Mobility** (scroll down if needed with the Navigation button).
3. Press the **Open Softkey Button**.



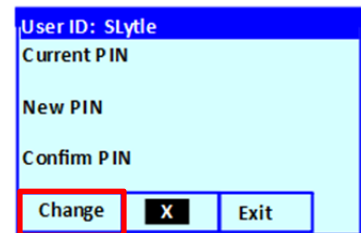
4. A **Sign On** screen similar to the one on the right will appear.
For **UserID:** (enter your district sign on name)
For **Pin:** (enter **12345**)
Press **Submit**.



The first time you Sign On you will be prompted to **Create a New Pin**.

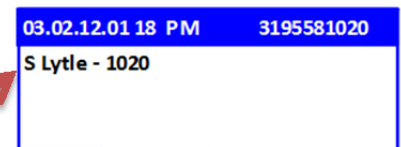
***We recommend that you use the same pin for Phone Log In and Voicemail.**

- Type in the **Current PIN (12345)**
- **Enter a new pin.**
- **Confirm Pin**
- Press the **Change Softkey Button**.
- **Sign On** again.



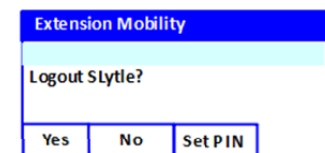
5. If you have logged in successfully you will receive the following message, **"Resetting please Wait....Login Successful."**

A screen similar to the one on the right will show an active log in with username and extension displayed.



How To Logout

1. Repeat steps 1 through 3 above.
2. You will be prompted to Select **Yes** or **No** to Logout.
3. When you successfully logoff the phone you will receive this message **"Resetting Please wait.... Logout Successful"**.
4. After a few seconds, your username will disappear off the phone screen.



How to Change Pin

1. Repeat steps 1 through 3 at the top of the page.
2. Select **Set Pin Softkey Button** to enter a new pin.

Modified 3/7/12 3:48pm