

Day 1: Getting started with your new phone

Today is the day to get started with your new phone! You will need to:

- Log into your phone
- Set up your voicemail
- Help us collect your old phone
- Take a look at some documentation and resources

Logging in and setting up voicemail

You will have received an email entitled “Welcome to your new MiCollab settings” — this email contains these instructions as well as your extension and PIN. Your extension has not changed. Initially your PIN will be the same as your extension. You’ll change this when you set up voicemail.

- 1) Look at your phone. Across the bottom of your screen, find the **Hot Desk** option. Press the button below Hot Desk to select this option. If you do not see this, call the Help Desk.
- 2) Press the **Login** button.
- 3) Enter your extension, then press the **Enter** button.
- 4) Enter your PIN (your PIN is your extension until you change it).
- 5) Press the **Enter** button and follow the prompts.
- 6) Once logged in, you’ll see your extension displayed in the upper left corner of the screen.
- 7) Next, set up your voicemail by pressing the voicemail **vo** key and following the prompts.

If you are not on campus, set up your voicemail by calling 610-526-5555 and logging in with the Login ID and Password in your Welcome email. If you need to set up an additional mailbox, dial x5555 and log in to that mailbox using the extension and Password (same as extension the first time).

The Important Stuff

Don't hate... "8" Dial 8 (instead of 9) to make a call or send a fax outside the College. This change has been made to prevent accidental dialing of 911.



Help us collect your old phone. Boxes are clearly marked and located in each building. Disconnect your old phone and place it in the box—if you can get the cord, that’s great, but it’s also OK to leave it.

Old phones will be resold and/or responsibly recycled. They are not compatible with your home phone service.



Our new phone system has many software and mobile app options. You will have received an email explaining how to get and set up this software. The software options will bring many benefits (particularly for travelers and those on-the-go); using them is entirely optional. It’s ok if you want to get used to the new phone first.

Additional Resources

Quick Reference Guides and documentation about your new phone and voicemail can be found at:

<http://techdocs.brynmawr.edu/category/phone-voicemail>

Find learning opportunities at:

<http://lits.blogs.brynmawr.edu/8397>