

Logging into or out of a desktop phone

Most Cisco-phones on desktops at Leiden University allow you to associate your own phone number with it. This function is called extension mobility. Below we explain how you can log into or out of these phones with your four digit (extension) number and your five digit PIN code.

Log in

1. Press the settings key on the device (differs per type)



(7821, 6921),



(7940,7942, 7960, 7962) or



(7911, 1912)

If your device has the latter, light grey settings key, then use the arrow keys to navigate to *Services* and choose that option.

2. Use the arrow-keys to navigate to *Extension Mobility* and choose that option. If anyone was logged into the phone, it asks if you want to log out. If you confirm with the indicated Yes key (Ja), the phone requests your four digit number (*Gebr. naam* or *UserID*) and five digit PIN code. Use the arrow-keys to toggle between these fields.
3. Confirm your number and PIN code with the indicated Send key (Verzend), below the phone display. The phone reports whether the log in was succesful and will restart (this will take a few seconds). After the restart your number is on the display and the phone is ready to use.

You can log into one phone at a time. If you log into one phone, you are automatically logged out of the phone that you were already logged into at that moment.

Log out

To log out manually, use the settings key and arrow keys as explained above to navigate to the option *Extension mobility*. The device then asks if you want to log out. You can confirm with the indicated Ja(Yes) or Nee (No) key.