

## Logging into your phone

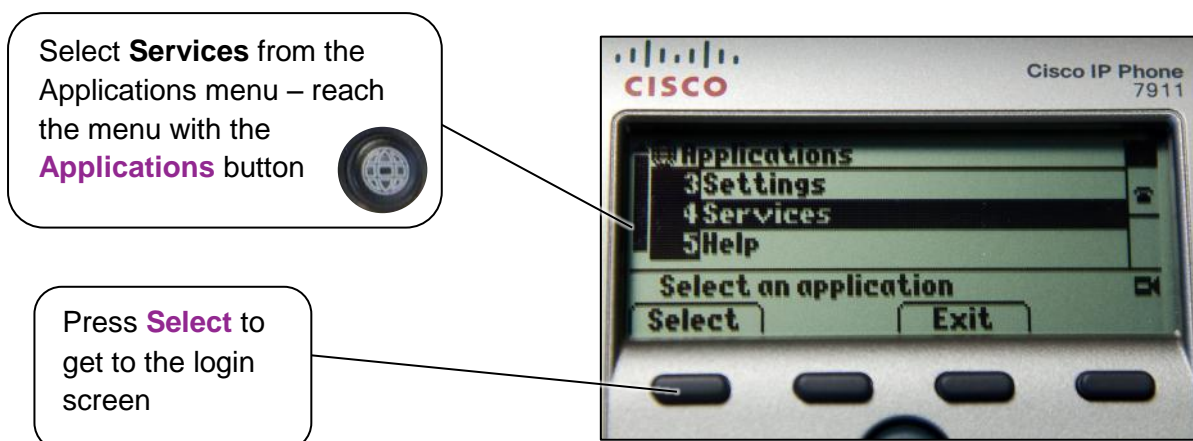
In order to dial external numbers and to receive calls to your extension number, you will have to log into your handset.

You do not need to log in and out each day. Once you are logged in, you can leave your phone logged in.

If you log in at another location, you will be logged out of your previous handset automatically. You may also wish to log off manually if your handset is located in a publicly accessible area such as an enquiries desk.

### Logging in

To access the login screen, press the **Applications** button and then use the **Navigation bar** to select **Services** (option 4) from the menu. Then press the **Select** softkey.

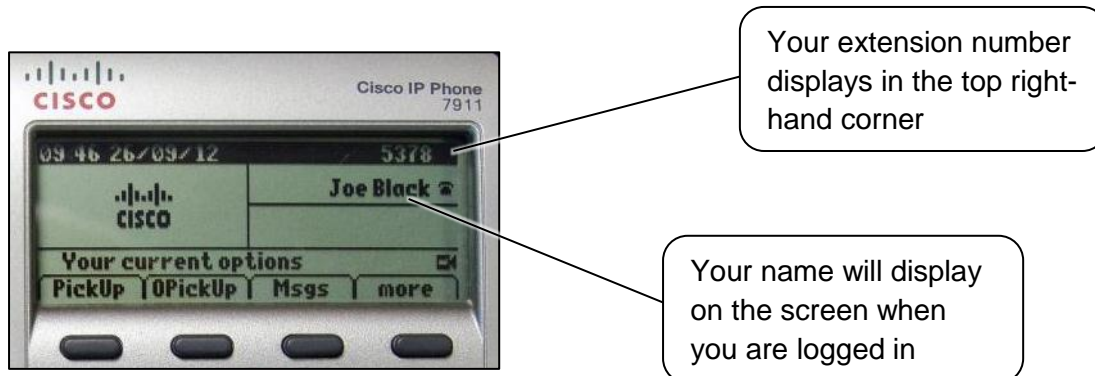


This will take you to the **Sign On** screen. On the Sign On screen:

- Use the **keypad** to dial in your MMU ID number (the number from your staff card)
- Press the **down** arrow on the **navigation bar** to move to the PIN number field
- Dial in your **PIN number** (this should be your 4-digit internal telephone number)
- Press the **Submit** softkey



When your login details have been verified, the phone will reset itself and take you back to the main screen, which will now display your name, and will show your extension number in the top right-hand corner.



### Logging out

To log out of the phone, press the **Applications** button and then choose **Services** from the menu.

You will then be asked if you wish to log out of the phone. To log out, press **Yes**.

