

Cisco Phone Login Procedure (Extension Mobility)



Extension Mobility is a feature that allows users to log into a phone to utilize their DPS phone number and voicemail. This service is only used in following buildings. EGC-1860, 780 Grant, Acoma.

1. Press the “Services” button (Button with the Earth icon).
2. Enter your windows username at the “UserID” prompt using the keypad. (For example: *jane_doe.*)
 - For the letter “A” press the “2” key once, for “C” press the “2” key three times, for an “_” press the “0” key three times, etc...
3. Enter your employee ID number at the “PIN” prompt.
 - The phone will reset and your information will load.
4. To change your PIN, press “Services” then select the Softkey “Set Pin” and follow the prompts.
5. To log out of a phone, press “Services.” Using the Softkey at the bottom of the screen, select “Yes.”

Considerations:

- Phones without a user logged in will have an internal DPS extension. You can place local or 911 calls but cannot receive calls from outside the district unless you are logged in.
- If you have the ability to call Long Distance, you must be logged in to use that feature.
- You can only be logged into one phone at a time.
- Logging into a phone will log you out of any other phone that you are currently logged into.
- If the phone is being used temporarily, please log out of that phone after use.
- If you are not logged into a phone, your incoming calls will go directly to your voicemail.

For assistance, please call the DoTS Hotline at 33888.