

Quick Reference Guide

Setup/change your Phone PIN

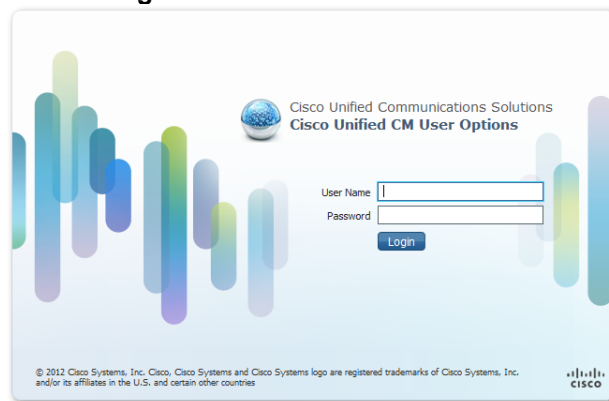
Before you can log into any other video phone, (i.e. in a meeting room or at another desk) you will need to setup a phone pin. You will only need to setup your pin once. If you forget your phone pin you can also change it by following these instructions.

Log into Unified Call Manager User Options

1. From your web browser (for best results, use Internet Explorer), enter the following address:

<http://phone-config.griffith.edu.au/>

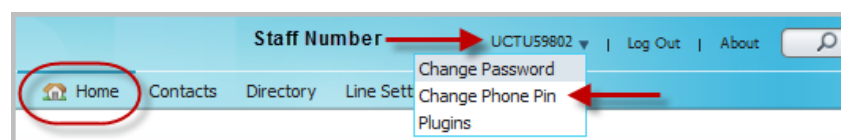
2. In the User Name field type your **Snumber**
3. In the Password field type your **Portal password**
4. Click **Login**.



Setup/change your Phone PIN

To setup/change your Phone PIN, perform the following steps:

1. At the top of the page, click the drop-down arrow that appears beside your staff number.
2. From the drop-down list box choose **Change Phone Pin**



3. In the Change Phone Pin window, enter a **New Phone PIN** and **Confirm Phone PIN**. Note: Phone PIN can only consist of numbers.

4. Click **OK**.