Quick Reference Guide

Login to a Video Phone

If you are sitting at another desk for a day you can log into any video phone on any campus. This means that phone will become your phone for the day and you will be able to make and receive calls as if you were sitting at your own desk.

Before logging into the phone
To login to this phone as yourself, you must have previously created a Phone Pin.
See: Setup/change your Phone Pin
Note: You only need to set your Phone Pin once. When you have your Phone Pin you can proceed to login.

Login to the video phone
1. Press the **Applications** button
2. Select the **Extension Mobility** option. Press **Open**
3. In the **UserID:** enter your sNumber using the keypad
4. In the **PIN** field: enter your Phone Pin. Press **Submit**.

Don't forget to logout of the video phone when you are finished!

Logout of the video phone
1. Press the **Applications** button
2. Select the **Extension Mobility** option
3. A prompt will appear on the screen showing
   ➢ Logout sNumber?
4. Select the **Yes** option and the phone will reset and go back to a logged out number.

For additional information visit: griffith.edu.au/unifiedcollaboration

For assistance contact: Library and IT Help   *Ext. 55555*