

6945 CISCO Phone Log In

1. Press the **Application Button** on the Phone (Located in the upper left corner of key pad).



Then the phone screen will show the following options:

Applications (5 items)

1. Call History
2. Preferences
3. Phone Information
4. Admin Settings
5. Extension Mobility

2. Select **Extension Mobility** (scroll down if needed with the Navigation button).

3. Press the **Select Button** on the phone.
(The center circle in the middle of the Navigation pad)



4. A **Sign On** screen similar to the one on the right will appear.
For **UserID:** (enter your district sign on name)
For **Pin:** (enter **12345**)
Press **Submit**.

The first time you Sign On you will be prompted to **Create a New Pin**.

*We recommend that you use the same pin for Phone Log In and Voicemail.

- Type in the **Current PIN (12345)**
- **Enter a New Pin.**
- **Confirm Pin**
- **Press the Change Softkey Button**
- **Sign On** again.

5. If you have logged in successfully you will receive the following message, **“Resetting please Wait....Login Successful”**.

A screen similar to the one on the right will show an active log in with username and extension displayed.



How to Logout

1. Repeat steps 1 through 3 above.
2. You will be prompted to Select **Yes** or **No**.
3. When you successfully logoff the phone you will receive this message **“Resetting Please wait.... Logout Successful.”**
4. After a few seconds, your username will disappear off the phone screen.

How to Change Pin

1. Repeat steps 1 through 3 at the top of the page.
2. Select **Set Pin Softkey Button** to enter a new pin.