

# Sign in to Desk Phone

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## Sign in using Skype for Business (full functionality)

**Note:** This method is for Windows workstations with desk phones connected by USB only. It enables all features between Skype for Business and your desk phone.

1. Log in to your workstation with your username and password.
2. Open Skype for Business. If it is not running, click **Start** and type "Skype for Business" in the search box to locate and launch the application. You may be asked to enter your password to sign in.
3. If you do not see a white login box appear, press **Backspace** or **Back** key on the desk phone until it says "USB Connection is detected."
4. You will be asked for your login information. Fill in the boxes as specified

<b>Sign-in address</b>	Your full @mohawkcollege.ca email address
<b>User name</b>	ADMIN.MC.LOCAL\ <u>Your 9-digit Mohawk ID</u>
<b>9-digit MohawkID</b>	Be aware of the \ after LOCAL
<b>Password</b>	Your MohawkID password

5. Once the phone signs in, you must create a phone unlock PIN. Enter any 6 digits you wish. **This PIN is only used for phone setup and does not affect voicemail.** Press the **Next** key.
6. Re-enter your keypad lock pin to confirm. Press the **Done** key.
7. Press **Done**. The phone will now show the home screen.

## Sign in using extension + login PIN (limited functionality)

**Note:** This login method limits functionality and should only be used when Skype for Business and USB connection to the computer is not available.

**You must create your own phone login PIN first.** Complete [Create your own phone login PIN](#) before attempting to follow these steps.

1. The phone's display will say "Do you have a compute available...?" Press **No**
2. If you have a direct dial phone number (2###), **key in 1-905-575 before** your extension. If you have an internal extension, key in the 4-digit number only. Press the **Next** key.
3. Key in your phone login PIN. Press the **Next** key.
4. Once the phone signs in, you must create a phone unlock PIN. Enter any 6 digits you wish. **This PIN does not affect voicemail or phone login PIN.** Press the **Next** key.
5. Re-enter your keypad lock pin to confirm. Press the **Done** key.
6. Press **Done**. The phone will now show the home screen.

## Create your own phone login PIN

1. Go to <https://lync.mohawkcollege.ca/dialin>. If you receive a security warning, continue to the page.
2. Click **Sign In**.
3. Click the **Sign In** button.
4. Enter your 9-digit MohawkID and password. Click **sign in**.
5. Click **Reset your PIN**.
6. Enter a PIN number. You can make it the same as your voicemail PIN, if you wish.
7. Enter the PIN number again to confirm.
8. Click **OK**.

## Sign out of your desk phone

If your workstation is not shared, it isn't necessary to sign out of the phone. If the phone is shared, make sure to sign out when you're finished working at your station.

1. If the phone is locked (blue or yellow lock symbol), press the **Unlock** key and enter the keypad pin you created in the steps above.
2. Press the **Menu** key.
3. Select **Switch User** and press the **Select** key.
4. Press the **Yes** key. Your account will sign out.