

VoIP Phone Installation Instructions



(1)	Power Port - if external power supply is needed DII will deliver at phone installation	(7)	Handset Port
(2)	External Power Supply - if external power supply is needed DII will deliver at phone installation	(8)	Headset Port
(3)	Electrical Outlet - Wall Jack	(9)	Data Cable
(4)	Data Port (Wall to Phone)	(10)	Handset
(5)	Data Port (Phone to Computer)	(11)	Handset Cord
(6)	Auxiliary Port (AUX)	(12)	Phone Stand

Step-By-Step Installation

- 1) Assemble the phone
 - a. Attach the handset (10) to the handset cord (11) and plug other end of the handset cord into the handset port on the base (7).
 - b. Install phone stand (12) by pushing into the slots on the back of the phone, so that logo shows when phone is standing.
- 2) Plug data cable (9) into an active wall network/data jack
- 3) Other end of data cable (9) plugs into data port on phone (4)
- 4) If installed at a workstation with a computer or docking station, install another data cable (9) into computer port on phone (5)
- 5) Other end of second data cable plugs into computer/docking station data port.
- 6) Phone should begin cycling lights and after a few minutes of "registering" will display the name and phone number.



Headset Installation

- 1) Refer to headset user guide for specific installation instructions.
- 2) Many headset models will require a hook-switch adapter to utilize the headset button on the phone.
- 3) Some older headset models, or if you don't get a hook-switch adapter, may require that the handset be picked up from the cradle to engage the headset.
- 4) You may need to experiment with the AUX port (6), the Headset port (8) and the Handset port (7) on your phone to find the combination that will work.
- 5) You should contact the headset manufacturer to find out if there are settings that will need to be changed to make them compatible with your Cisco VoIP phone.

Headset Links and User Guides:

VoIP FAQ:

<http://dii.vermont.gov/news-issues/enterprise-projects/voip/faq>

VoIP Telephone Support:

<http://dii.vermont.gov/support/telecommunications/voip>