

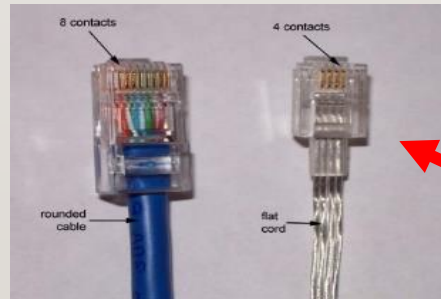
BASIC INSTRUCTIONS FOR DESK PHONE

- Connect phone to network cable
- Make a call
- Answer a call

CONNECT PHONE TO NETWORK CABLE

- Your desk phone doesn't use a phone cord. It uses a network cable.
- The phone receives power through the network cable. It doesn't require a power adapter.
- How do you tell the difference between a network cable and a phone cable? The network cable has a large plastic end and the cable is round. The phone cable has a small plastic end and the cable is flat.

Network Cable

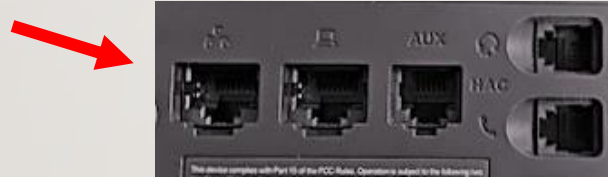


Phone Cable

Step 1 - Connect your phone to the network. EMS, NMS, WMS, Irving, Leeds, Liberty, Loess Hills, Morningside, Perry Creek, Spalding Park, and Unity must plug their network cable into a green, blue or orange network jack on the wall. The white jacks won't work with the new phones. The rest of the buildings can plug into any network jack.



Step 2 - Flip your phone over. Look at the bottom. Put the other end of the network cable into the first jack on the left. Skip to Step 4.



Step 3 – If you don't have an extra network jack on the wall, unplug the network cable from your computer. Plug it into the first jack on the left underside of the phone as show below. Use the network cable provided with your new phone and plug it in to the second jack on the phone. Plug the other end of this network cable in to the computer.



Step 4 – Plug in the phone handset in to this jack.



Step 5 – After you plug the network cable in to the network jack the screen will light up. During the 10 minutes it takes for the phone to complete the set up it will shut off once and turn back on. Your first and last name along with your extension number should show up on the screen.

MAKE A CALL

Dialing Requirements

- Internal Number: dial the 4-digit extension XXXX
- External Number Local: dial 7 and the full number 7-XXX-XXX-XXXX
- Long Distance: dial 7-1 and the full number 7-1-XXX-XXX-XXXX
- [Enter a phone number, then pick up the handset](#)
- It will take a few seconds before you hear it ring

ANSWER A CALL

Pick up the handset or press the flashing amber line button

