

How to Set Up Your VoIP System



Image 1

Items included with the shipment:

- IP Phone
- Handset
- Ethernet Power Adapter 120V
- Power Bar (if required)
- Base Unit
- Handset Cord
- 2 Ethernet cables

Please ignore the Installation Guide that is included with the phone set. The phones are already preconfigured; these instructions will be more confusing than beneficial.

Image 2: Ethernet Power Adapter



Image 3: Back side of IP Phone Set

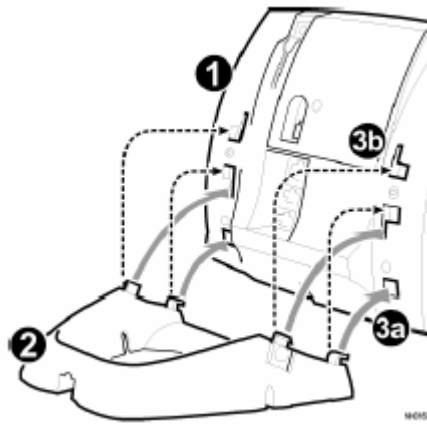


Installation Instructions:

1. Attach the Base unit to the IP Phone:

1. Turn the phone so that the front faces away from you. **See image below*
2. Hinge the hooks of the base unit into the notches on the back of the phone and snap into place as follows:
 - a. For a high-angle mount, hinge the two lower hooks into the bottom set of notches and snap the two upper hooks into the middle set of notches.
 - b. For a low-angle mount, hinge the two lower hooks into the middle set of notches and snap the two upper hooks into the top set of notches.

* Some tutors may find it easier to feed the cables through the base unit before attaching it to the phone set. *See diagram 'A', on the Installation Guide.*



- Base unit attachment



2. Ethernet Power Adapter Network cable:

- * Plug one end into the Ethernet Power Adapter Network port (#2 - computer icons) – See image 2
- * Plug the other end into one of the spare ports on your Router (Ports 1-4)
 - * *If spare Ports are unavailable on the Router – See Step 6.*



3. IP Phone Network cable:

- * Plug one end into the Ethernet Power Adapter (Telephone Icon- #3) – see image 2
- * Plug the other end into the Network Icon on the Phone (computer icons- #3) – see image 3

4. Plug the Handset cord into the Handset and into the Handset Port at the back of the Phone. (#4) – see image 3

Connect the Long Straight end of the cord into the back of the Phone and the curly end into handset.



5. Plug the Ethernet Power Adapter into the Power Bar

The Phone will now come alive! Lights will flash and the following messages will appear on the Display:

- Waiting for 802.1x Authentication
- Waiting for LLDP
- Waiting for DHCP, Boot Ver 02.00.00.20
- 192.168.1.1, Downloading...._ _ _

Once the IP address is downloaded it will verify the connections and the final display will resemble the following:

```
4:30      18-JUL-2006
Phonebook
```

Your IP phone will now be operational – Please call the IT Service Desk to test, cpe
let the know you are just testing the new VoIP phone.

IT Service Desk: 22"qt"kh"qw"ctg"gzr gtlgpeki "f hhe wku"y kj "vj g"
"ugv"wr "ecm"3/: : /: 74/: 755"

* Make sure to dial 9 for an outside line then the number.

6. Optional configuration:

* If spare Ports are unavailable on the Router for the IP phone and Computer:

- Unplug the Computer Network Cable from the Router
 - Connect the Computer Network Cable to the PC Port on the back of the phone.
- (# 6 PC Icon) - see image 3.
- continue with Step 2

Tutor Voice and Data Services – Physical

