

Installing Telecommuter VoIP Phone for Global Service

VoIP Station Components:



What you will need to provide:

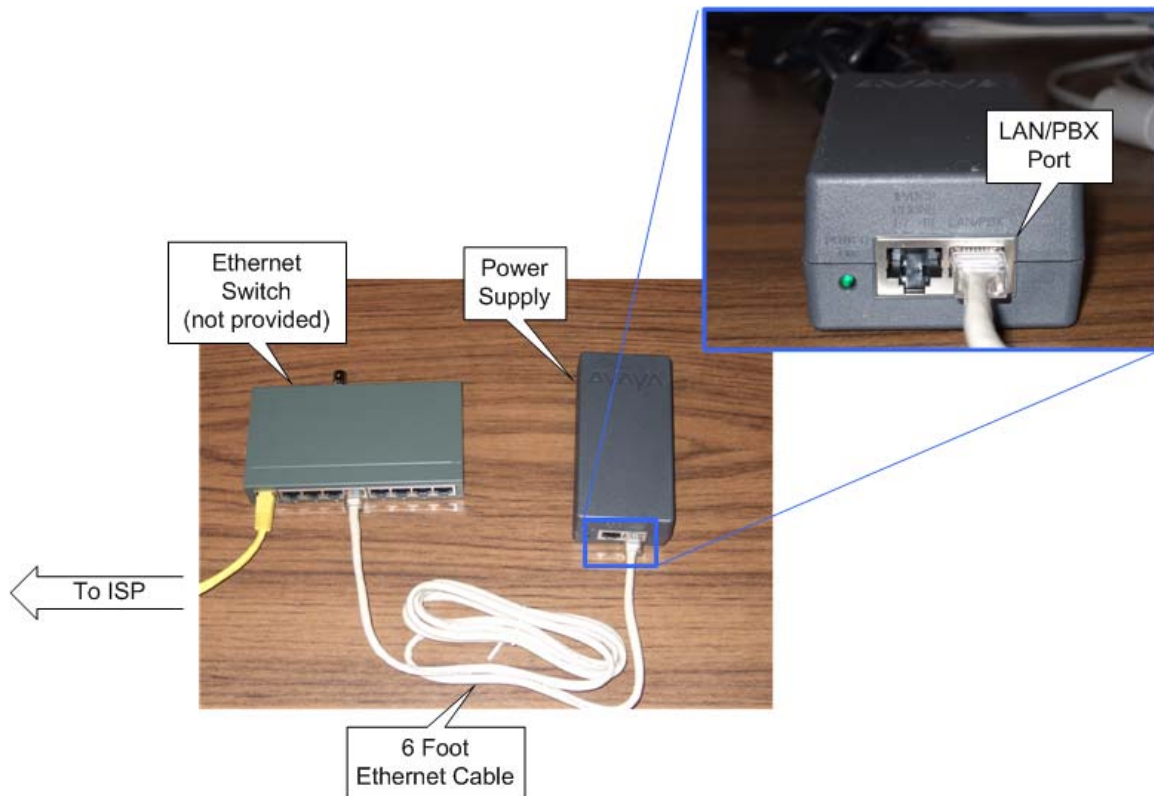
- a) Internet Service (at least 32 Kbps bi-directional)
- b) Surge Protected Power Strip with at least one available outlet
- c) PC Power Cord compatible with your local power outlets

Verify Internet Connectivity

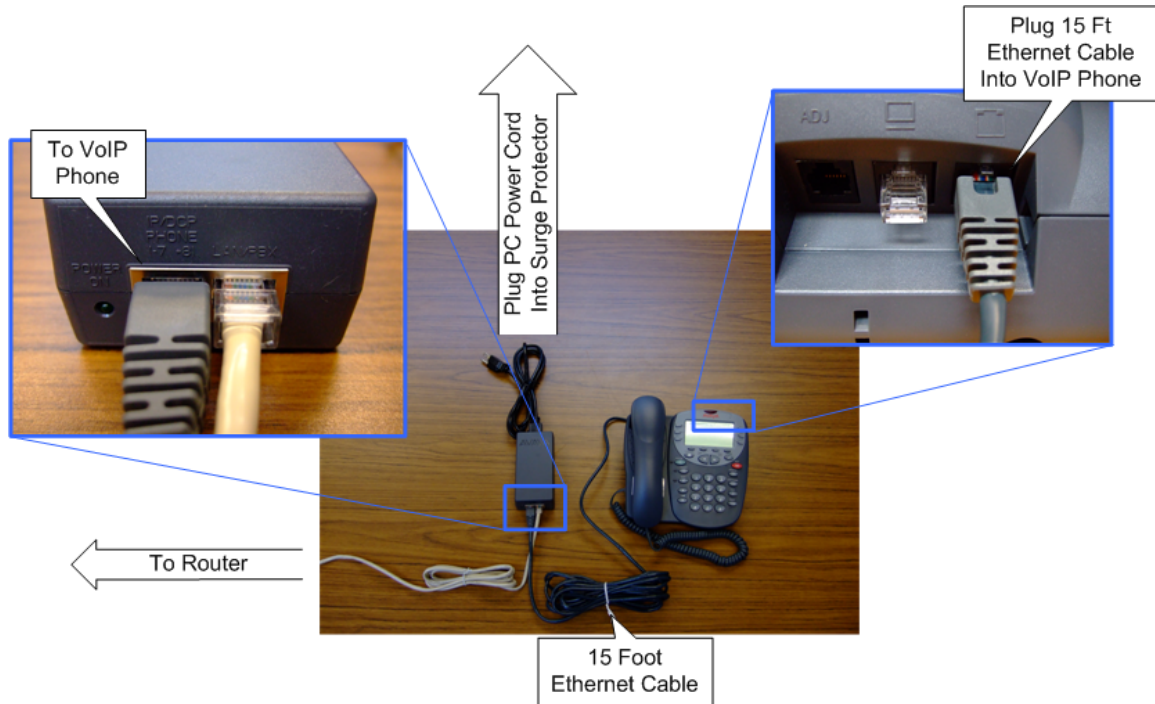
- 1) Make sure that you have internet connectivity through the ethernet port you will be using for the VoIP hardphone. The best way to confirm this is to connect a PC or laptop to that ethernet port. Use that PC to browse to a website you have not been to in the last 2 weeks.
- 2) If the website loads properly then your ethernet port has internet connectivity. If you cannot view the website, please work with your local ISP to troubleshoot your connection until it is working before proceeding with the VoIP Phone installation.

Connecting Your VoIP Phone

- 3) Identify the 6 Foot Light Gray Ethernet Cable. Plug one end of the cable into your Internet connected Ethernet Port (can be either a port on an Ethernet switch or an Ethernet wall jack). Plug the other end of the 6 Foot Ethernet Cable into the Power Supply in the port marked LAN/PBX.



- 4) Find the 15 Foot Dark Gray Ethernet Cord. Plug one end of the cable into the Power Supply in the port marked IP/DCP PHONE. Plug the other end into your VoIP Phone.



- 5) Plug the PC Power Cord into the back of the Power Supply. Then plug the other end of the PC Power Cord into a Surge Protected power outlet.
- WARNING:** Plugging the Power Supply into a non-Surge Protected power outlet (i.e. a regular wall outlet) may result in permanent damage to the VoIP Phone.
- 6) The red light at the top of the phone should illuminate for a few seconds indicating the phone is powering on.



- 7) Once the phone has powered on, allow it to run through its bootup process. Eventually, it will log in to the PBX automatically. You will know it has successfully logged in when you see a 5 digit extension in the upper left corner and the correct date and time in the upper right corner.

Using your new Residential VoIP phone

Receiving Calls

You can now receive calls to the UW phone number associated with your VoIP phone. In addition, when calling campus from your VoIP phone, your name and phone number will show up on the called party's display.

Making Calls

You can now place calls as if you were dialing from a campus phone. You can dial other UW phone numbers using their 5-digit extension or make calls to the Greater Seattle area for free by dialing 9+10-digits. To dial domestic long distance, simply dial 9+1+10-digits (or 9+011+country code+number for international long distance), then enter your UWATS code when prompted with the stutter dial tone.

Ringer Off

You may want to turn off the phone's ringer during off hours so calls to your Hardphone do not disturb you in the evenings. There is a button on your phone labeled "Ringer Off". If you select that button, it should become shaded. The shading indicates that the VoIP phone will not ring. To reenable ringing, select the button again, it should become unshaded meaning that the phone will ring.

Send All Calls

When you engage the Send All Calls button on your VoIP phone, it sends all calls directly to voicemail. You can disengage Send All Calls by reselecting the button.

Checking Voicemail

The red LED at the top of the phone will light when you have a voicemail message waiting for you. In order to check your messages, simply select the button labeled "Voice Mail" on the phone's display and follow the instructions to access your mailbox.

Accidentally Logging Off

The VoIP phone should automatically log you into the Campus PBX. If for some reason you get logged out, you will see a screen on your phone that says

Ext.=
#=OK New=

Enter your VoIP Station Extension below (not your office phone number) and press #.
Enter your VoIP Station Password and press #:

Your VoIP Station Extension is: _____

Your VoIP Station Password is: _____

Your UW Phone Number is : _____