



10 BUTTON IP PHONE SETUP

1. Hold down the following keys simultaneously
 - 3
 - 6
 - 9
 - **HOLD** (orange key w/ a little handset)
2. Dial (2) then push the **HOLD** Button
3. Press the **5th button** from the bottom (of the vertical column of 10 buttons on the right)
 - **Station ID** is the *Extension Number* the person was assigned
 - Then press **HOLD**
 - If successful the light will turn **green** (from **red**)

4. Press the **1st button** from the bottom (of the vertical column of 10 buttons on the right)
 - Dial **2** for auto DHCP (or 1 for manual local IP address)
 - Then press **HOLD**
 - If successful the light will turn **green** (from **red**)

There is a row of 4 horizontal buttons on the top of the phone. (The display will show FK 1-10)

- Press the **SCROLL** button (the display will show FK 11-20)
5. Press the **bottom** button (of the vertical column of 10 buttons on the right)
 - Dial (1) for manual
 - Then press **HOLD**
 - If successful the light will turn **green** (from **red**)
 6. Press **2nd** button from bottom
 - a. Type in the following IP Address: ____ . ____ . ____ . ____ (use the * on the phone to type the periods)
 - b. Then press **HOLD**
 - If successful the light will turn **green** (from **red**)
 - Then press **HOLD** again
 - Pick up the handset and hang up
 - The phone should then log you on to the system