



## 20 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 20 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 left row (of the vertical columns of 20 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**)
5. Press the **bottom** button of the right row (of the vertical columns of 20 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