

Setting up your new office phone

Setting up the new Cisco phones for offices is simple and straight forward. All you need is to know your extension and follow the audio prompts; or the steps outlined below. Please read the steps below before starting to be familiar with the prompts and actions to take.

Step 1: Know your direct extension. If you don't know your direct extension or are unsure what it is, please contact Helpdesk.

Step 2: Press the button labeled "CTI SelfProv" on the phone. This is the third button from the top to the left of the phone screen. See picture below.

Step 3: The audio prompt says "to provision a new phone press 1. To replace an existing phone press 2." Press 1, to provision a new phone.

Step 4: The audio prompt will ask for your "self-provisioning ID" this is your extension. Enter your extension and press the "#" key.

Step 5: The audio prompt will read back the extension you just entered, if it is correct, press the "#" key again. If it is incorrect, reenter your extension.

Step 6: The phone will restart and reregister with your extension.

OH NO!!! Something went wrong! Not to worry. If you receive any error during the set up, please contact Helpdesk. Be sure to include name, office number, and extension in your contact that will help us fix any problem much faster.

CISCO

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Aug 1 11:37 AM

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CS CTI SelfProv

Redial

New call

Forward all

Do not disturb



Navigation and function buttons:

- Call log icon
- Settings gear icon
- Bookmarks icon
- Minus (+) button
- Pause button
- Transfer icon
- Group call icon
- Headset icon
- Speaker icon
- Mute icon

Keypad:

1 / @	2 ABC	3 DEF
4 GHI	5 JKL	6 MNO
7 PQRS	8 TUV	9 WXYZ
* +	0 _	#