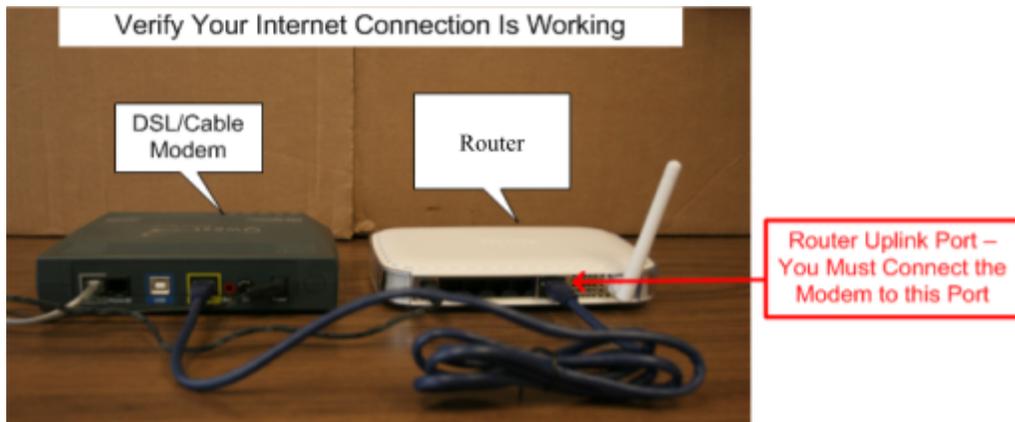# Installing the 96x1 VoIP

VoIP Station Components

What You Will Need

- Broadband Internet Service (i.e. DSL or Cable Internet)
- Surge Protected Power Strip with at least one available outlet
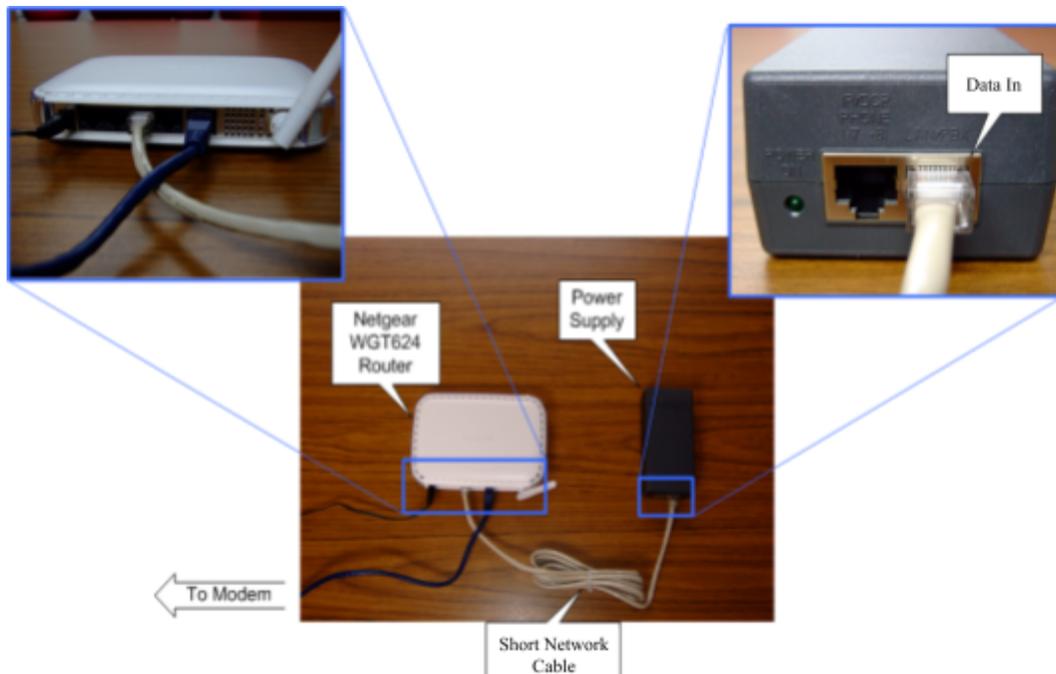- Router with at least one available Ethernet Port
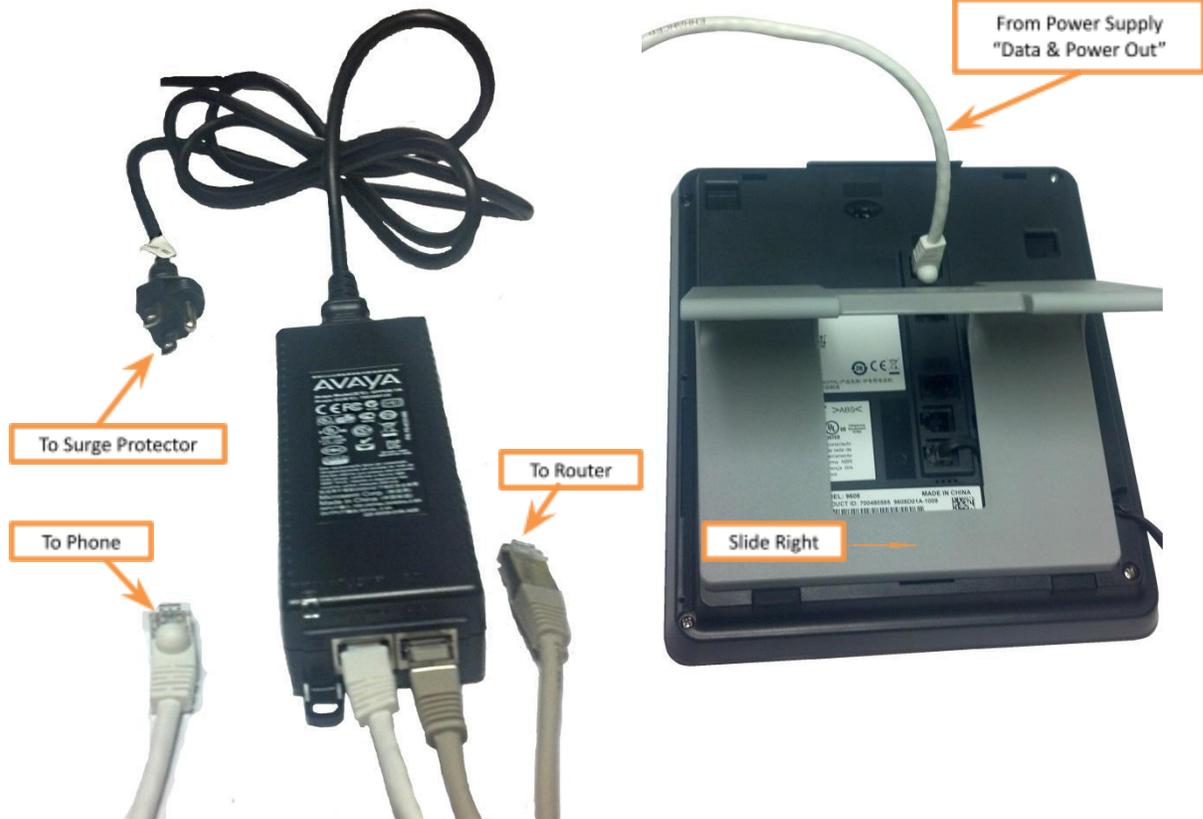
Verify Internet Connectivity

1) Make sure that you have internet connectivity through your router. The best way to confirm this is if you have a PC connected to the router (either wired or wireless). 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 router 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 the VoIP Phone

1) Identify the short network cable. Plug one end of the cable into one of the available LAN ports on your router (not the uplink or WAN port). Plug the other end of the cable into the Power Supply port marked "Data In".

2) Find the long network cable. Plug one end of the cable into the Power Supply port marked "Data & Power Out". Plug the other end into the top port on the back of the VoIP Phone.

From Power Supply "Data & Power Out"

To Surge Protector

To Router

To Phone

Slide Right

3) Locate the phone stand. Place the stand on the back of the phone, aligning the pegs on the stand with the slots on the back of the phone and slide the stand to the right to lock it into place.

4) Connect the Power Cable into the back of the Power Supply. Connect the other end of the Power Cable into a surge protector power outlet.

   WARNING: Connecting 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.

5) The red light at the top right corner of the phone should illuminate for a few seconds indicating the phone is powering on.

Red Light

6) Once the phone has powered on, allow it to run through its boot-up 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 and the date and time at the top of the screen.

Using your new Remote Worker VoIP phone

Receiving Calls
You can now receive calls to the phone line associated with your VoIP phone. If you have an office line on campus, that number has now been associated with your VoIP Phone. This means that people can call you at your office line and you can pick up the call from home on your VoIP Phone. In addition, when calling campus from your VoIP phone, your name and office 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 by dialing their 5-digit extension or make calls 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). Note that a UWATS code may be required for international long distance and should be entered if a stutter tone is heard after dialing the international LD number.

Ringer Off
You may want to turn off the phone's ringer during off hours so calls to your phone do not disturb you at night. Simply press the volume down button repeatedly while not using the phone until the ringer is off. An icon of a bell with a line through it will appear at the top of the phone to remind you that the ringer is off. Press the volume up button while not using the phone to restore the ringer volume.

Send All Calls
When you press the "Send All" or "Send All Calls" button on your VoIP phone, it enables or disables SAC on your office line. It works in the same way as if you had selected the SAC button on your office phone. You can engage SAC on your VoIP phone, then disable it once you reach the office and vice versa. The SAC feature causes calls to go immediately to voicemail. When called, your phone will give a half ring to remind you the feature is enabled.

Checking Voicemail
The red LED at the top-right of the phone and the envelope button will illuminate when you have a new voicemail message. To check messages, simply press the illuminated envelope button and follow the instructions to access your mailbox.

Accidentally Logging Off
The VoIP phone should automatically log into the Campus PBX. If for some reason the phone gets logged out, you will see a message on the phone screen that says:

Enter Extension and press Enter or OK
Username:[   ]

Enter your VoIP Station Extension from below and press #.
Enter your VoIP Station Password and press #:

Your VoIP Station Extension is: _____
Your VoIP Station Password is: _____