## THE NEW SCHOOL INFORMATION TECHNOLOGY

## SETTING UP YOUR NEW VOIP PHONE

Your new Cisco 8945 phone uses Voice over IP (VoIP) and works by connecting to the University network. To set it up, follow these instructions:

(1) Plug an Ethernet cable into the port labeled "NETWORK" on the back of your phone and plug the other end into an open port on the wall jack.

2 Plug another Ethernet cable into the port labeled "COMPUTER" on the back of your phone and plug the other end into the Ethernet port on your computer.

Your phone and computer should now be functional.

A full reference guide for your new Cisco 8945 phone is available on the Information Technology website: <u>www.newschool.edu/information-technology/telephone/</u>

If you need additional help connecting your new phone, please call the Help Desk at 212.229.5300 x2828

