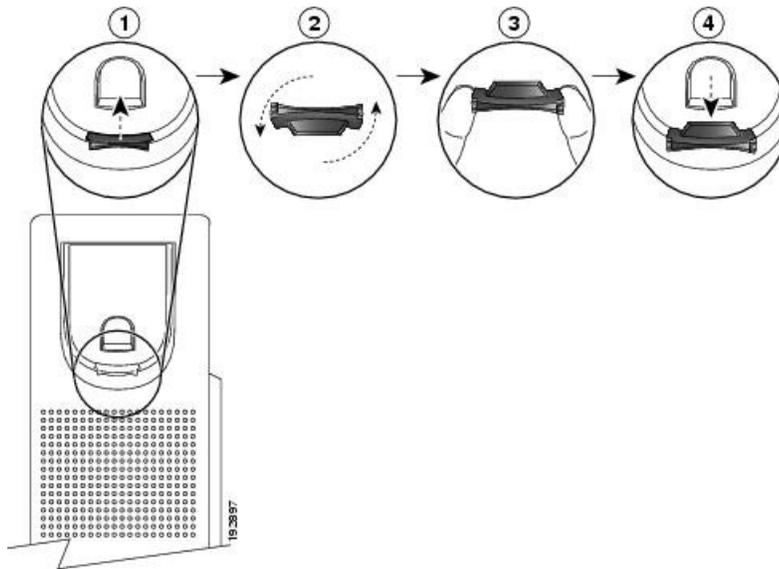


# Phone Setup and Adjustments to Hardware

Tech Services sets up your phone and connects it to the network. If your phone is not set up and connected, contact your building support coordinator for assistance.

## Adjust the Handset Rest

If your phone handset slips out of the cradle too easily, you may need to adjust the handset rest to ensure that the receiver does not slip out of the cradle.



### Procedure

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- Step 1** Remove the handset from the cradle and pull the plastic tab from the handset rest.
  - Step 2** Rotate the tab 180 degrees.
  - Step 3** Hold the tab between two fingers, with the corner notches facing you.
  - Step 4** Line up the tab with the slot in the cradle and press the tab evenly into the slot. An extension protrudes from the top of the rotated tab.
  - Step 5** Return the handset to the handset rest.
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## Change the Viewing Angle of Your Phone

You can change the angle of the phone to eliminate glare on the screen or change the angle to improve the camera view.

### Procedure

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- Step 1** Hold the receiver in the cradle with one hand.

- Step 2** Move the footstand with the other hand to change the angle. Note grab near the center of the footstand and carefully adjust it. They are a little stiff but can be carefully adjusted.
- Step 3** (Optional) Adjust the footstand on the key expansion module and ensure that the phone and key expansion module are stable.
- Step 4** (Optional) Press Self-view to check the camera angle.
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## Connect to the Network

You need to connect the phone to the network.

- **Wired network connection**—The phone is plugged into the network with an Ethernet cable. The network jack it is plugged into is a special port that also powers the phone.