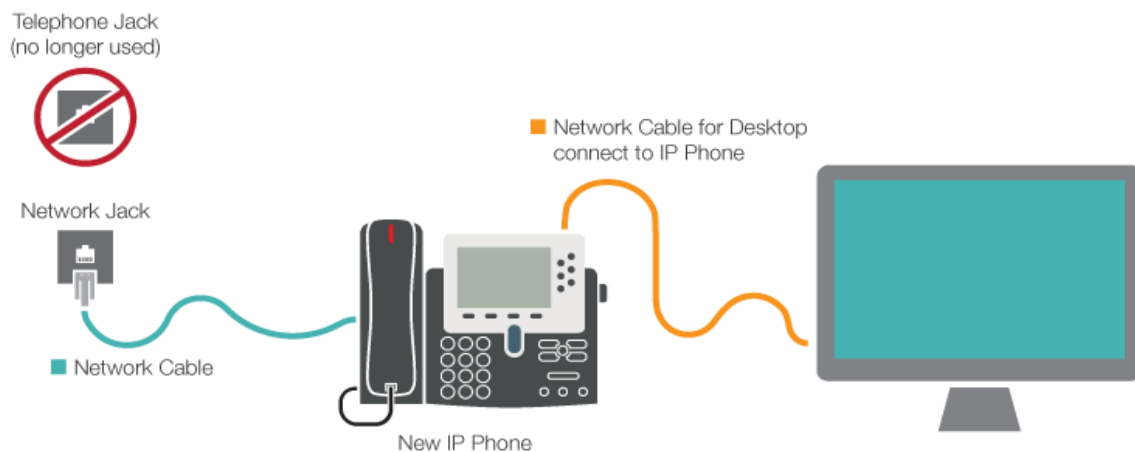# How to reconnect your computer to your desk phone

Can you complete your day-to-day work ***without*** a physical phone on your desk? If yes, please remove it and turn it into your BSL. They will take care of sending it to the IT team.

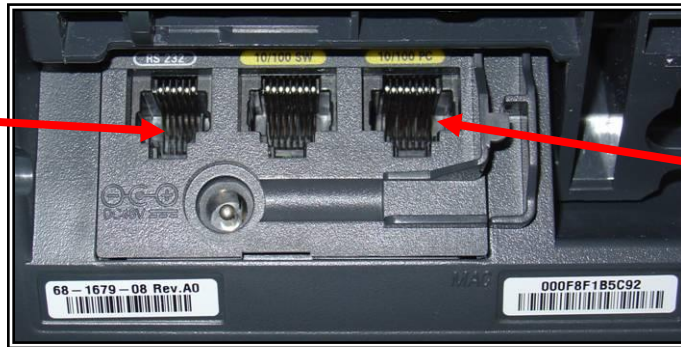The enterprise goal is to remove all physical desk phones from the environment.

If you need your desk phone to complete your day-to-day work, follow the below instructions:
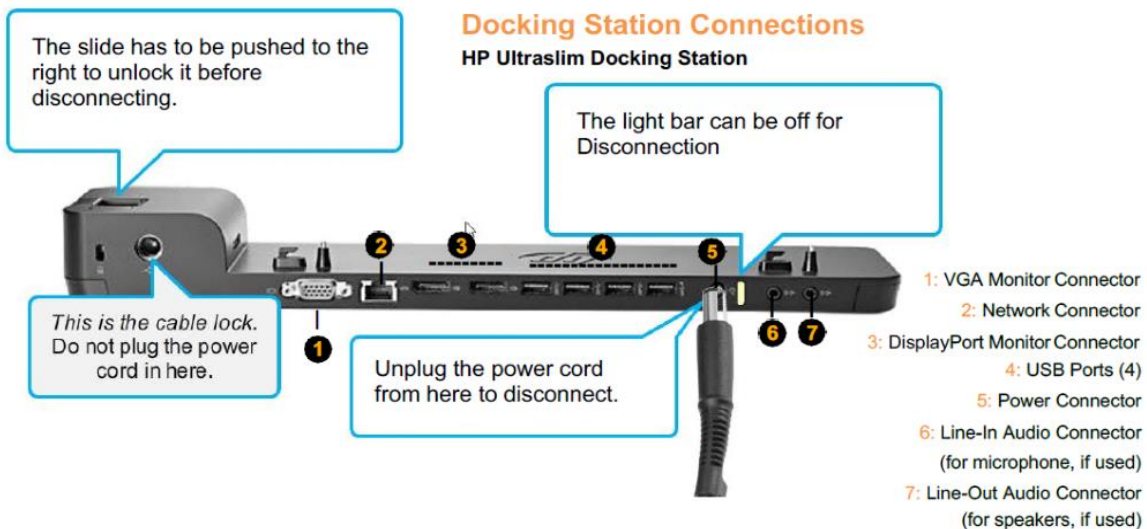

Steps

1. Connect the Ethernet cable from the network jack in your cube to the back of the phone in the port marked 10/100 SW.
2. Using the Ethernet patch cable that came with the phone, connect it to the port on the back of the phone marked 10/100 PC and then to the network port on your PC or Docking station.
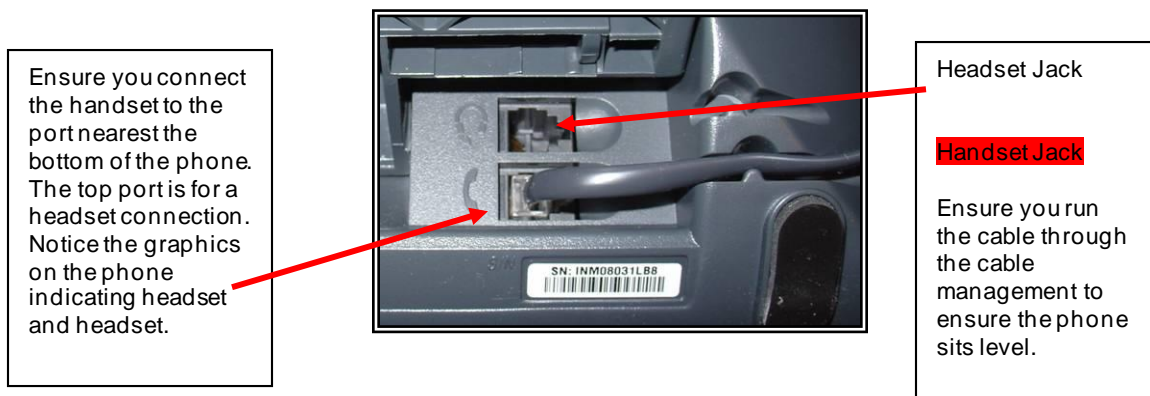3. The phone should now power up and begin connecting to the network.

Connect this port to the **network jack** in your cube/ office with the ethernet patch cable

Connect your **Computer/ docking station** to this port with the black patch cable included with the phone

Docking Station Connections
HP Ultraslim Docking Station

The slide has to be pushed to the right to unlock it before disconnecting.

The light bar can be off for Disconnection

This is the cable lock. Do not plug the power cord in here.

Unplug the power cord from here to disconnect.

1: VGA Monitor Connector
2: Network Connector
3: DisplayPort Monitor Connector
4: USB Ports (4)
5: Power Connector
6: Line-In Audio Connector
   (for microphone, if used)
7: Line-Out Audio Connector
   (for speakers, if used)

If you have a headset that needs to be re-connected to your phone you will need to connect the headset to the back of the Cisco phone.

Ensure you connect the handset to the port nearest the bottom of the phone. The top port is for a headset connection. Notice the graphics on the phone indicating headset and headset.

Headset Jack

Handset Jack

Ensure you run the cable through the cable management to ensure the phone sits level.

Schematic View of the above pictures

You may or may not have all the connections shown in this diagram.

Cisco IP phone (rear view)

Headset port

Handset port

Network port (10/100 SW)   Access port (10/100 PC)

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