
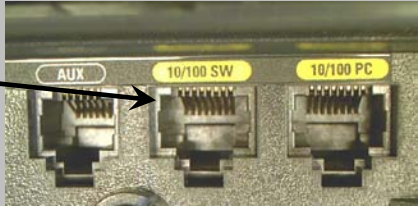
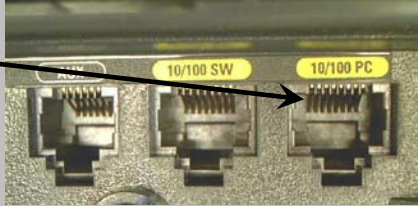


# Portland Public Schools

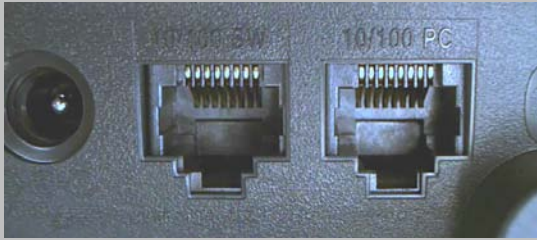
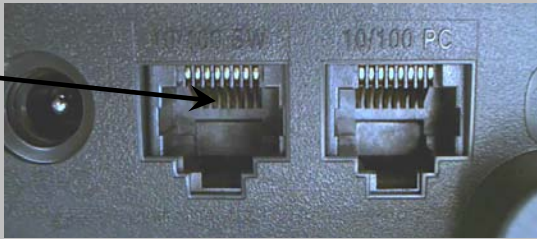
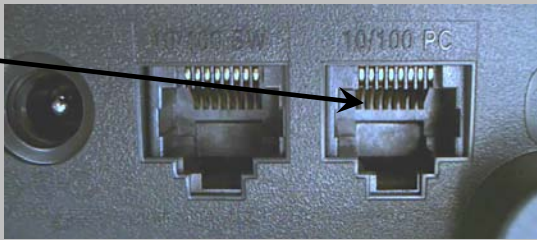
## Voice Over Internet Protocol (VOIP) Phone Connecting Your Phone

VOIP Phones are connected to the PPS Computer Network and not to a traditional phone line. Then, once connected, you may connect your computer through your VOIP phone, especially if there is a shortage of network connections. This guide details the steps to connect your VOIP Phone to the network and then connect your computer to the phone.

Connecting the Cisco Phone Model 7941/7942/7961/7962		
<b>Step 1</b>	Turn your phone over and locate the plug in area.  <b>NOTE:</b> Be sure to secure your receiver so that it doesn't fall on the desk or floor.	
<b>Step 2</b>	Connect your network cable to the <b>10/100 SW</b> plug.  A good way to remember is <b>SW = Straight to Wall</b>	
<b>Step 3</b>	Connect the cable to your computer (or switch box) to the <b>10/100 PC</b> plug.  A good way to remember is <b>PC = Your Personal Computer</b>	
<b>Step 4</b>	Once connected, your phone will power on. If the phone does not power up and the screen display, re-check your connections, then call the IT Service Desk at (503) 916-3375.	
<b>NOTE</b>	You can move your phone to another location <i>within your room</i> if needed. If you need to move the phone to another location within your school, please ask your school secretary to place a change request with the IT service desk <i>before moving the phone</i> . It is very important that every room have a phone and in most cases the phone should stay where it is and the phone in the room you are moving to can be changed to have your name on it. <b>Please DO NOT move phones between schools/sites as this creates a safety hazard as a call to 911 could result in emergency responders going to the wrong location!</b>	

**FOR ASSISTANCE CONTACT THE IT SERVICE DESK, 503.916.3375 or  
itservicedesk@pps.k12.or.us**

## Connecting the Cisco Model 7911/7912

<b>Step 1</b>	Turn your phone upside down and locate the plug in area.  <b>NOTE:</b> Be sure to secure your receiver so that it doesn't fall on the desk or floor.	
<b>Step 2</b>	Connect your network cable to the <b>10/100 SW</b> plug.  A good way to remember is <b>SW = Straight to Wall</b>	
<b>Step 3</b>	Connect the cable to your computer (or switch box) to the <b>10/100 PC</b> plug.  A good way to remember is <b>PC = Your Personal Computer</b>	
<b>Step 4</b>	Once connected, your phone will power on. If the phone does not power up and the screen display, re-check your connections, then call the IT Service Desk at (503) 916-3375.	
<b>NOTE</b>	You can move your phone to another location <i>within your room</i> if needed. If you need to move the phone to another location within your school, please ask your school secretary to place a change request with the IT service desk <i>before moving the phone</i> . It is very important that every room have a phone and in most cases the phone should stay where it is and the phone in the room you are moving to can be changed to have your name on it. Your extension will likely change. <b>Please DO NOT move phones between schools/sites as this creates a safety hazard as a call to 911 could result in emergency responders going to the wrong location!</b>	

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