Connecting and Setting Up the 6863i VoIP Desk Phone

Connecting the Phone

1. Attach the stand to the phone by sliding on.
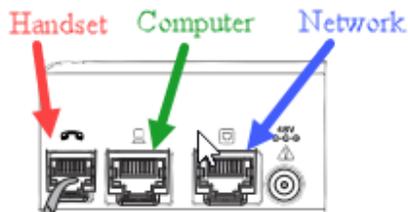2. Plug the handset into the **Handset** port, as seen below in Figure 1.

Figure 1

3. Locate the Ethernet cable plugged into your desktop, laptop, or docking station.
4. Unplug the Ethernet cable from your computer.
5. Plug the Ethernet cable into the **Network** port, see Figure 1.

*** If the phone does not power on immediately after this step, please email the Support Desk at supportdesk@iit.edu and then plug the Ethernet Cable back into your computer.

Your network port will need to be changed on the backend to a port that can supply the phone power.

Otherwise, proceed to step 6.

6. Plug one end of the Ethernet cable, given to you with your phone, into your computer.
7. Plug the other end into the **Computer** port on the phone, see Figure 1.

Continued on Reverse Side

Setting Up the Phone

After your phone is powered on the first time, it will do several resets and download any software updates. This process can take up to 10 minutes to complete.

1. When prompted for a Device ID, enter your 10-digit phone number and press the **right** arrow key to continue.
2. Confirm name by pressing **down** arrow key to see it.
3. If it is the correct name, press the **right** arrow key.

For user guides and troubleshooting FAQs visit: https://ots.iit.edu/voip

If you have any issues or need assistance, please contact the Support Desk at supportdesk@iit.edu