

Cisco Phone

Work from Home Setup Instructions

The setup will include the items listed below.

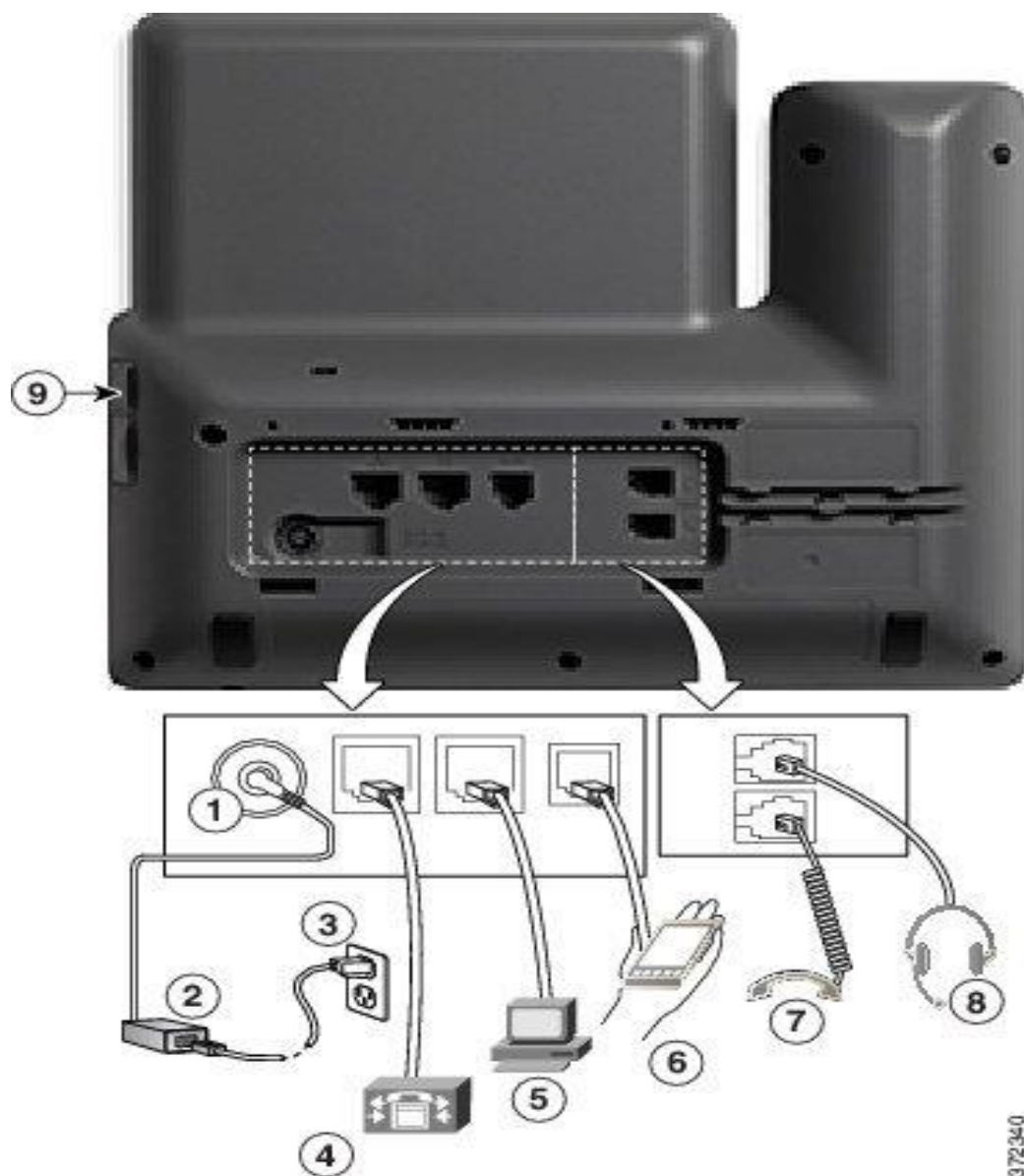
1. One cisco 8851 IP phone
2. One remote access point/ with power supply
3. Three network cables

After setup is complete, please make sure to log out of your physical phone and to bring home your headset.

To set up your remote access point. Plug the power supply of the remote access point into a power outlet close to your internet router. Plug the cable into the black port on the bottom of the access point and into the internet router. Please give this device a few minutes to connect.



To set up your phone, plug the cable into the red port on the remote access point and into port 4 of the phone.



To set up the PC. Plug the cable into port 5 on the phone and into the network port on the PC.

After the above steps are completed, the phone should have power. You will now need to login to the physical phone first.

Logging into the phone

1. Select the settings button (the little wheel) on the phone below the voicemail button
2. Then select option 6 for Extension Mobility
3. Then you will enter your Network username
4. Then it will ask for your Cisco Finesse Pin (the last 5 digits of your extension which will be provided by the Video Voice and telecom team)
5. The phone will reset itself and your ACD line will show at the top

You are now ready to login to Cisco Finesse

1. Go to https://slpv-ucccepub01.metrohealth.org:8445/desktop/container/landing.jsp?locale=en_US

You can also access this from applications page on the MIV

2. You will enter your Network username and password
3. You will then enter your extension in the format of +1555555 and then your ACD Pin which will be provided by the Video Voice and Telecom team

You are now ready to take calls.