

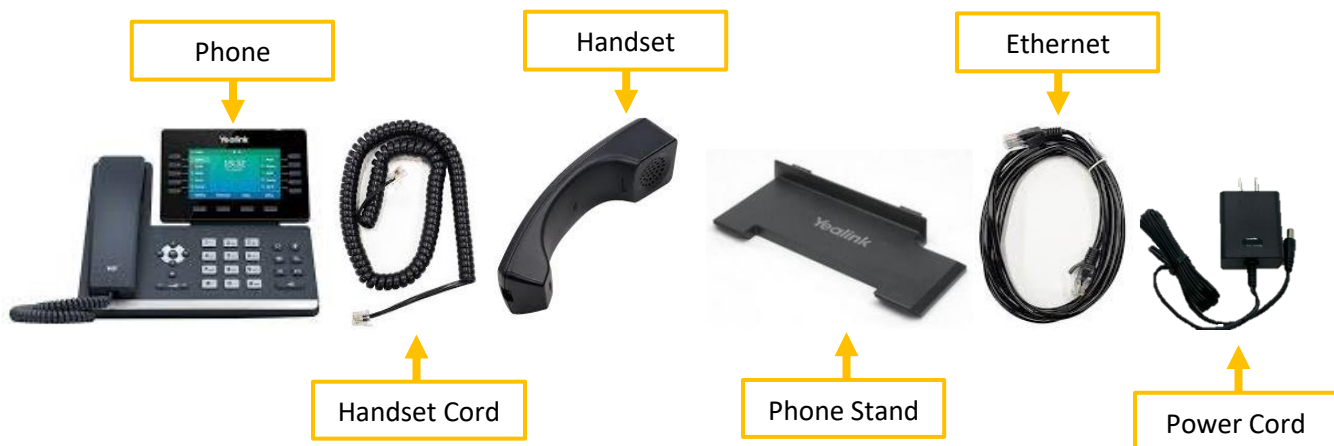


**PLEASE READ, do not discard this document.**

TeleVoIPs is excited to help get your new phone up and running! Please inspect the contents of the box your phone came in, assemble it, and make a test call using the instructions below. This must be completed prior to your company's scheduled phone training day.

### What's in the Box?

Make sure your phone has all the parts needed for assembly: Phone, Handset Cord, Handset, Phone Stand, Ethernet Cord, Power Cord.

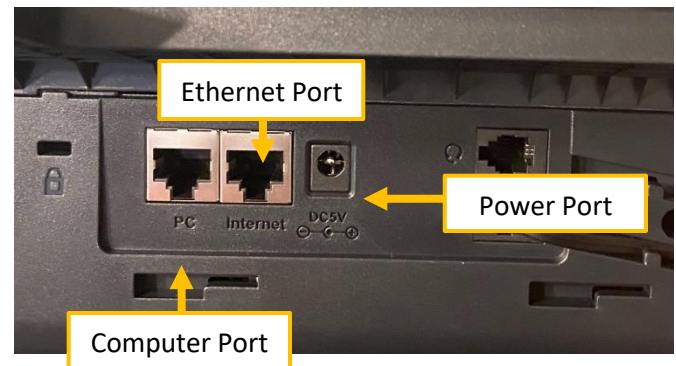


Refer to the enclosed instruction manual in the box for assistance in assembling your phone.

Follow the below instructions below to connect and activate your new phone.

### Hard-Wired Connection

When plugging in your Yealink phone, every port has a specific purpose. If the ethernet cord is plugged into the wrong place, your phone will not function properly.



- 1) Plug the Ethernet cord into the phone first (be sure to use the **Internet** port and not the **PC** port).
- 2) Plug the other end into your Internet router. **DO NOT** plug in directly to your modem.
- 3) Plug the power cord into the **DC5V** port on the phone.
- 4) Complete a test call from your new phone to 813-906-6006 to confirm your phone is ready for use.

### Wi-Fi Connection

If it is not possible to plug your phone into the router, use the following instructions to connect to your Wi-Fi.

- 1) Open the **Menu** and go to the **Basic** menu option.
- 2) Arrow down until you see **Wi-Fi**. Press **Enter**.
- 3) Make sure **Wi-Fi** is **On**. If it is **Off**, press **Switch** until it is turned on, then **Save**.
- 4) Click on **Available Networks**.
- 5) Choose **Connect** on your home Wi-Fi network.
- 6) Enter your home Wi-Fi Password, then **Connect**.
- 7) Complete a test call from your new phone to 813-906-6006 to confirm your phone is ready for use.



Need extra help? Checkout the *How-to* video on our website for connecting your Wi-Fi connection.

<https://televoips.com/our-clients/support/yealink-training-videos/>