**COMPUTER AND PHONE SETUP**

**Computer Setup** only 1 computer and no phone

1. Plug keyboard and mouse into available USB ports

2. Plug Ethernet cable (fat wire with plastic clip on tip) into Ethernet port

3. Plug Video (Monitor/Screen) cable into video port

4. Plug other end of Ethernet cable into available wall socket (“drop”) and turn on computer*

**Phone with network to PC Setup**

Generally seen when limited amount of “drops” available and PC piggy backs off of Cisco IP phone

1. Plug Ethernet cable into wall socket (“drop”)

2. Plug Ethernet wire from wall into SW port (on underside of phone), and then a second Ethernet wire from PC port (on underside of phone) to computer

Follow directions in left column to continue set up if needed.

Printers, document cameras, Smart Board, White Screens can also be plugged into open USB ports.

*It is assumed that power would be easily identified and plugged in.