Cisco IP Phone **7960 / 7940**

How to Guide

PHONE CONFIGURATION

Hot Desking

The following instructions will guide you through configuring your phone if using the hot desk feature.

The screen will display "Pickup Handset to Configure."

- Lift receiver and listen to prompt, it will ask you to enter in your full 10 digit phone number and press pound.
- Enter in your phone number including area code i.e. 2085551212 and then press the # key.
- Next it will prompt you for your password and to press pound.
- Enter your web portal password or the default password given to you by the Help Desk and then press the # key.
- The phone will then verify the number of the phone and reboot, this process may take a few minutes.

If there are any questions please don't hesitate to submit a support request to support@clearvoicetel.com or call us 24 hours a day at 208-287-5524.