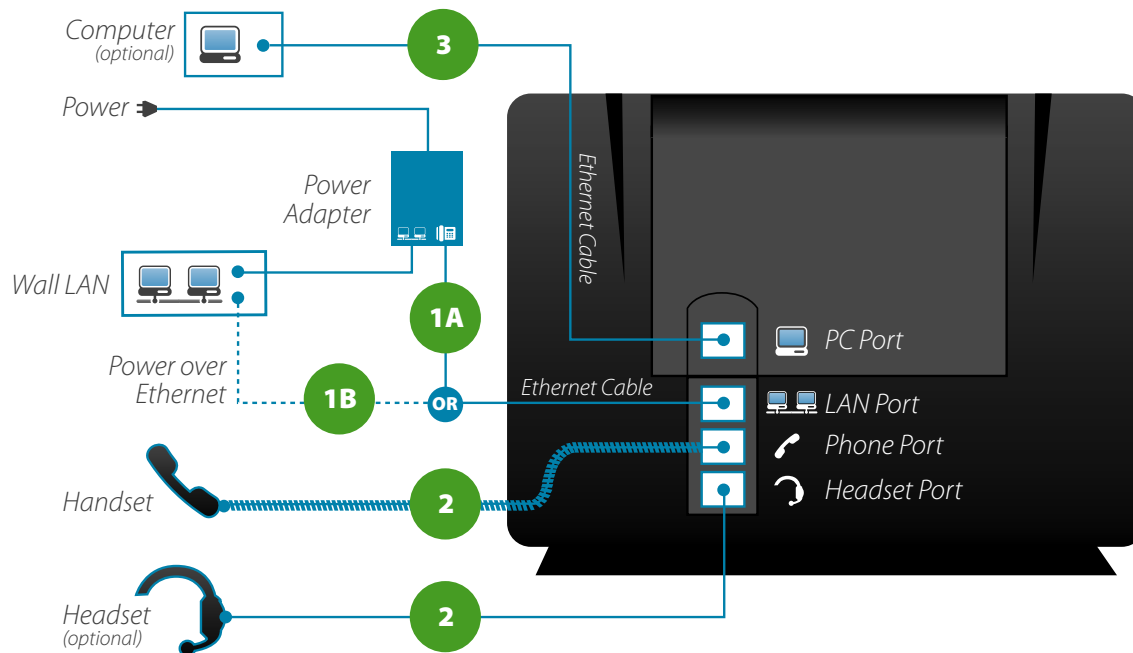


OfficeSuite INSTALLATION GUIDE





1

Connect your phone to the Local Area Network

This is done one of two ways depending on whether your network provides power over Ethernet. If power is not provided over Ethernet, proceed to step 1A. If power is provided over Ethernet, proceed to step 1B.


2

Connect your phone handset



Connect your phone handset into the port next to  on the back of your OfficeSuite phone. You may also connect a headset into the port next to  on the back of your OfficeSuite phone.

3

Connect your PC to your phone (optional)


Connect one of the provided grey Ethernet cables to your computer and into the PC port  on the back of your OfficeSuite phone.

1A

Connect one of the provided grey Ethernet cables into your existing local area network (LAN) and into the port on the included power adapter. Next, connect another grey Ethernet cable into the  port on your power adapter and into the  port on the back of your OfficeSuite phone.

--OR--

1B

If your network is Power over Ethernet enabled, you do not need the power adapter and should simply connect an Ethernet cable into your existing local area network and into the  port on the back of your OfficeSuite phone.

Login to Your Phone

<http://officesuite.broadviewnet.com>

Once your phone has completed the initial startup, press "Activate", then enter your 3- or 4-digit OfficeSuite extension and PIN. These should have been provided to you via e-mail by your local administrator. If your phone does not complete the startup and activation process, contact your organization's designated administrator. Your administrator may need to activate your user profile or location.