



## Installing the Cisco IP Phone

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Before you can successfully install the Cisco IP phone, your system administrator must prepare the network for your phone. If a technician is not installing your phone, verify with the system administrator that the network is ready for your phone, read the safety notices, and install your phone.

The following sections provide information to help you install your Cisco IP Phone 7940/7960:

- [Safety Notices, page 2-1](#)
- [Installing the Phone and Connecting to the Network, page 2-2](#)

## Safety Notices

These are the safety considerations for using the Cisco IP Phone. Read these notices before installing or using your phone. Translations of the following warnings are available in [Appendix A, “Translated Safety Warnings.”](#) Additionally, the *Cisco IP Phone 7900 Family Administration Guide* includes regulatory compliance information about your phone, which your system administrator can review.



Warning

This warning symbol means danger. You are in a situation that could cause bodily injury. Before you work on any equipment, be aware of the hazards involved with electrical circuitry and be familiar with standard practices for preventing accidents. (To see translations of the warnings that appear in this publication, refer to the appendix “Translated Safety Warnings.”)

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Warning

Read the installation instructions before you connect the system to its power source.

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Warning

Ultimate disposal of this product should be handled according to all national laws and regulations.

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Warning

Do not work on the system or connect or disconnect cables during periods of lightning activity.

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Warning

To avoid electric shock, do not connect safety extra low voltage (SELV) circuits to telephone network voltage (TNV) circuits. LAN ports contain SELV circuits, and WAN ports contain TNV circuits. Some LAN and WAN ports use RJ-45 connectors. Use caution when connecting cables.

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The next warning applies when you use an external power supply.



**Warning**

This product relies on the building's installation for short-circuit (over current) protection. Ensure that a fuse or circuit breaker no larger than 120 VAC, 15A U.S. (240 VAC, 10A international) is used on the phase conductors (all current-carrying conductors).



**Warning**

The device is designed to work with TN power systems.




**Caution**

The Cisco IP Phone 7960 is inoperable during a power outage if it is not supported by a UPS (uninterruptible power supply) when using either a local transformer or inline power on the LAN. This affects your ability to reach 911.

## Installing the Phone and Connecting to the Network

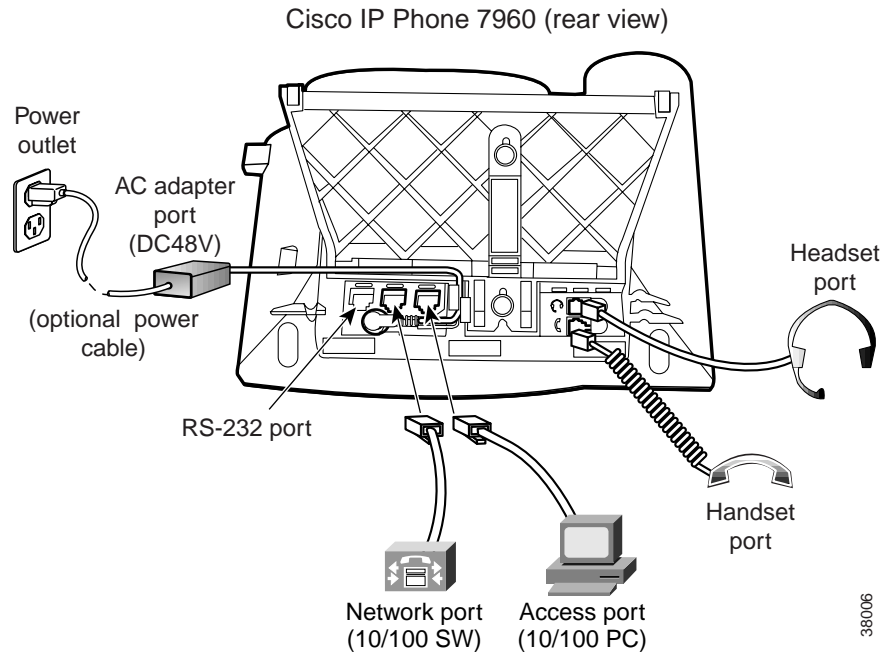
Read the information in the “[Safety Notices](#)” section on page 2-1 before installing your phone. Refer to [Figure 2-1](#) for an overview about how to connect the Cisco IP Phone 7940/7960 to your personal computer (PC), network, power, and headset. All phone connection ports are located at the rear of the phone base unit.

Use the following procedure to install the phone on a network that has already been prepared to host the phone.

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- Step 1** Connect an Ethernet cable to the *network* port (middle port) on the phone.
- Use the Ethernet cable supplied in the box with your IP phone. If you need a longer Ethernet cable, contact your system administrator.
- Step 2** Connect the handset (bottom port) and the headset (top port) to their respective port connector.
- See the “[Using the Headset](#)” section on page 3-2 for a list of supported headsets.
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-  **Note** If you are not connecting to a computer or using an AC power adapter, proceed to [Step 5](#).
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- Step 3** (Optional) Connect an Ethernet cable from your desktop computer to the access port on the IP phone.
- You can connect your computer to the phone to enable your PC to access the network through the IP phone. You might choose this option if you do not have multiple Ethernet ports in your workspace.
- Step 4** (Optional) Connect the power plug to the DC48V AC adapter port. Ensure the power cord passes through the retainer clips to the right of the 10/100 PC access port.
- The Cisco IP Phone 7940/7960 can be powered by an external power source, a switching module, or a power patch panel. If you are not sure how your phone is receiving power, ask your system administrator.
- Step 5** Adjust the footstand to the height that makes viewing the LCD display and using the buttons most comfortable for you.
- Press in the footstand adjustment knob.
  - Adjust the footstand to the desired height.
  - Release the footstand adjustment knob.

You can also mount the Cisco IP Phone 7960 on a wall. Contact your system administrator if you want to do this.

*Figure 2-1 Cisco IP Phone 7940/7960 Cable Connections*



After the Cisco IP Phone 7940/7960 has power connected to it, the phone begins its startup process. Once the setup process is completed, the main LCD screen appears, displaying the phone extension (or directory number), softkeys, and the current time and date. If the phone does not successfully start up, contact your system administrator for help.

