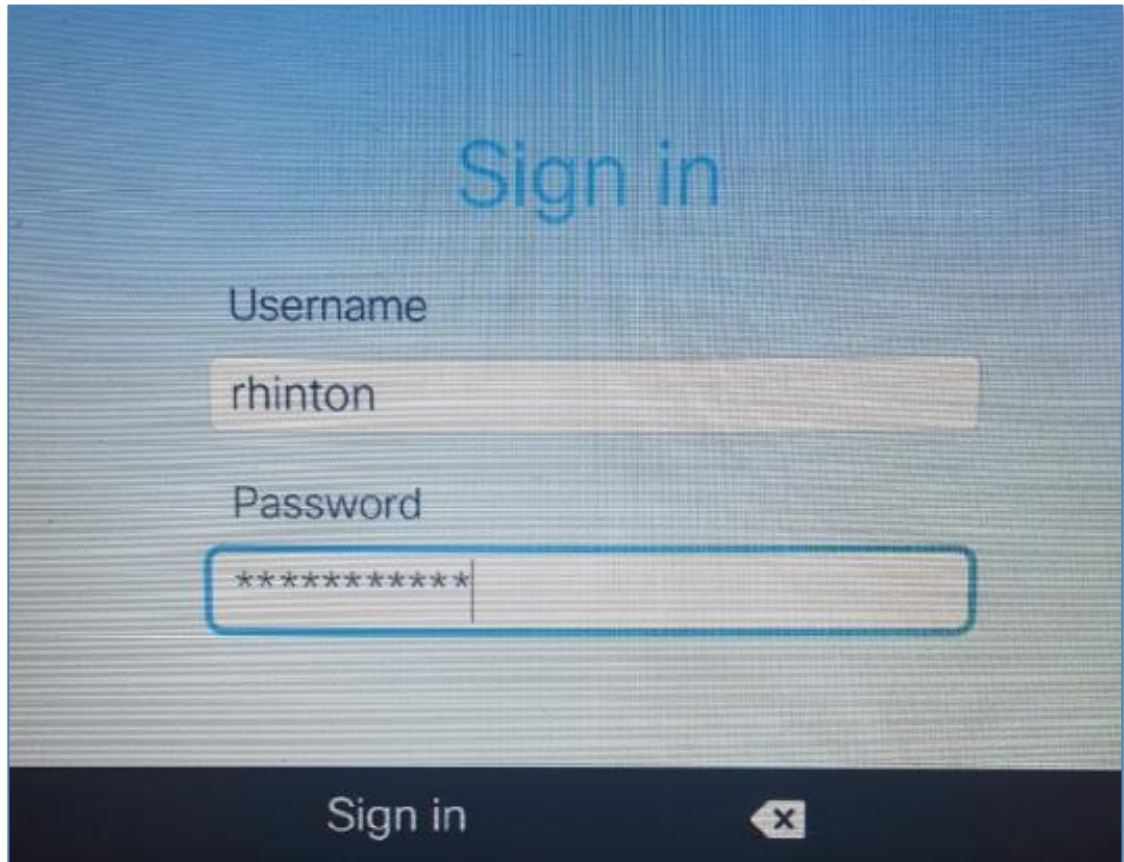# HOW TO SETUP YOUR CISCO DESK PHONE
FOR FIRST-TIMERS OR THOSE HAVING TROUBLE

1. Plug in the phone power
   (Only needed by home users. The network cable in Captrust offices provides power, so no power cable is needed there)

2. Plug network cable in from your home router to the far-left port on the back of the phone.

   (Skip the next step if phone goes directly to the screen shown below)

3. With your phone turned on and, on the screen where it says phone is registering, follow the navigation below to reset the service mode:

   Settings → Admin settings → Reset settings → Service mode... Reset.

4. When the phone comes back up it will have the screen below. You will enter captrustadvisors.com on this screen.

How To Setup Your Cisco Desk Phone   **CAPTRUST**
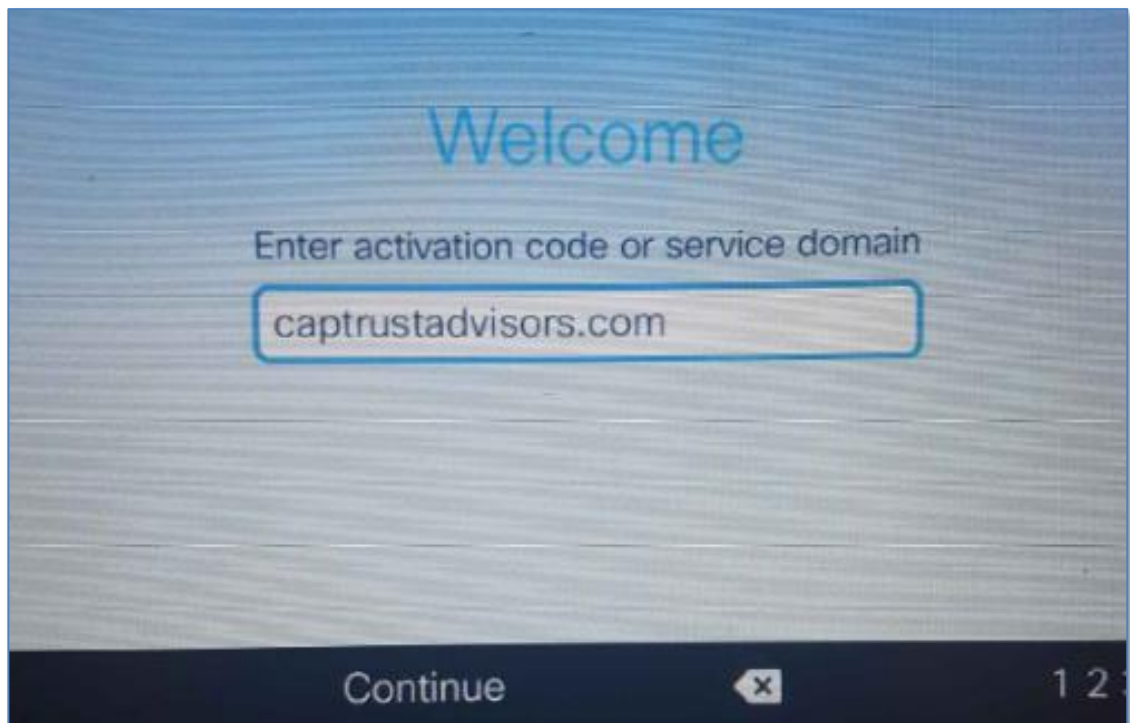
5. Once you have done so, you will be prompted for your username and password. Username is first initial+last name. Password is the same one you use to sign into your computer. (Note: when entering your password, special characters such as "!#@$*" will appear on either the 0 or 1 keys on the keypad).

6. Congratulations if you got this far! If you're still having trouble, please call the help desk at 10500.

CAPTRUST