

VERTICAL 2-LINE DESK PHONES

QUICK INSTALLATION GUIDE



OVERVIEW

Intermedia's Hosted PBX phone system and service has been designed to use your existing broadband data connection as well as the existing data wiring in your office. In order to begin using your new phone system and service you must perform the following steps:

1. Ensure the phones are installed at the proper address (see orange packing list in the box)
2. Activate your phone lines
3. Install the phones using your existing data network
4. Setup your optional Automated Attendant (not covered in this install guide)
5. Setup each phone's voicemail box
6. Download the Reference Guides at hosting.intermedia.net/support/kb/

INSTALLING PHONES AT MULTIPLE LOCATIONS?

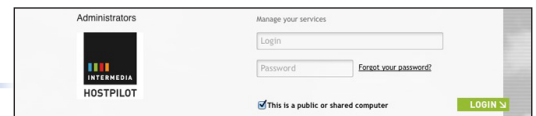
If you have ordered phones for multiple locations, it is critical that each phone is installed at the proper location. This is done to ensure that in the event of an emergency, the 911 operator receives the correct address when you call. To view the assigned address for each phone, please refer to the Packing List found in your shipping box.

ACTIVATING THE SERVICE

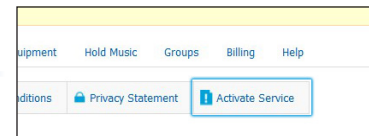
Before you can make or receive calls, you need to activate your phone line(s). This also activates the billing for your phone line(s). To activate your phone line(s):

1. Go to exchange.intermedia.net and enter your Administrator Portal login name and password and navigate to Manage Voice Services
2. Within the Account Info tab, click the Activate Service button
3. Activate the lines you intend to use. Lines will automatically activate 20 days from purchase

1



2



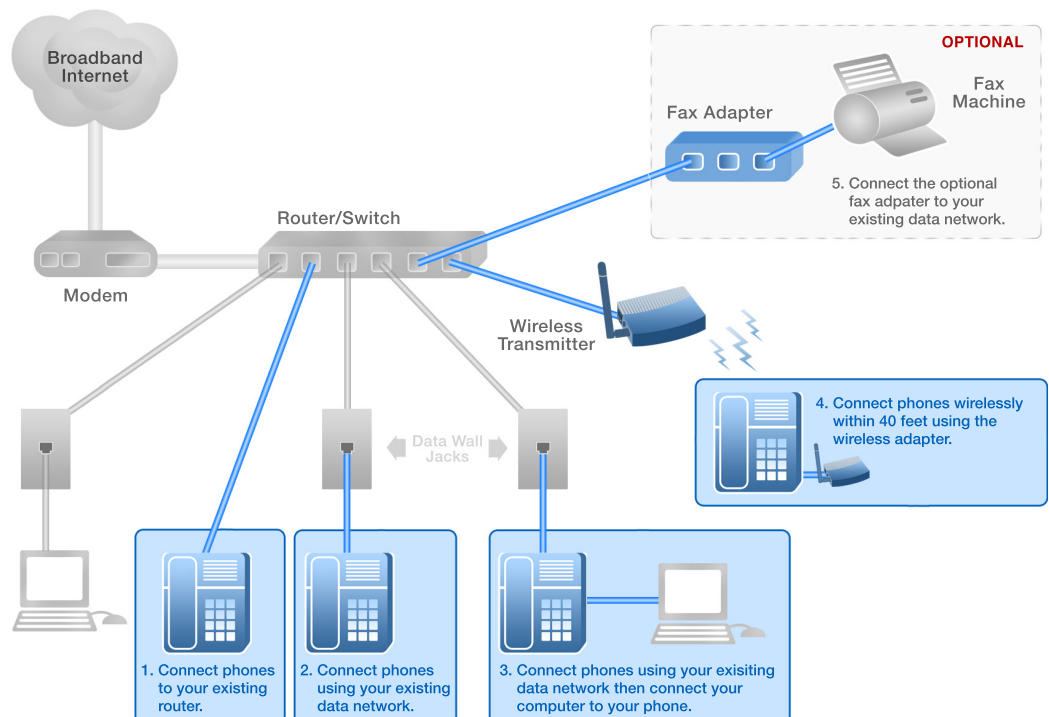
PARTS CHECK



WIRELESS ADAPTER (optional)



INSTALLATION OVERVIEW



NEED HELP? Call 1-877-357-0750