

Basic Instructions to use a Headset with a Cisco VOIP phone



In the testing the OIT has done with the new Cisco VOIP phones we have found the best way to connect a standard external headset to a Cisco VOIP phone is to use the pass-thru method – meaning the headset is plugged in between the phone itself and the handset of the phone as pictured below. Please note: it still is necessary to take the handset off the hook in order for the headset to work, unless you have a hands free headset that will lift the handset off the hook (pictured above)



Your phone may have a jack on the back that has a headset symbol (marked in red below). More than likely your existing headset will not work when plugged into this port, plug the headset into the handset port (marked in green below) and then plug the phone's handset into your headset's receiver (pictured above).



Since the above headset jack of the phone is not used, the headset button on the front of the phone (marked in red) is also not used

