

## Disconnecting your Desk Phone

The network cable from your computer may go to your desk phone, which has its own cable to the wall. If this is the case, your computer's network connection "passes through" the desk phone and a simple cabling change must be done so you can remove the desk phone.

FYI: Network cables look like this on both ends, but the color may be different. To unplug these cables, push down on the center tab as indicated by the arrow:



### Look at the back of your desk phone:

→ If you see **one** network cable, you can just unplug that cable from the wall and wrap the cable around the now-unused phone – you're all done!

→ If you see **two** network cables, you just need to do a simple swap of cables.

*Note: your computer will be disconnected from the network while you complete these steps.*

- 1) Find the network cable that goes from your computer to the back of the phone – it is probably only 2 or 3 feet long.

On the back of the phone, that connection will be labeled "PC" or have this symbol:



Unplug this cable from your computer **and** from the back of the phone.

- 2) Unplug the remaining network cable from the back of the phone – this is the cable that goes from the wall to the phone (*leave the other end of this cable plugged into the wall*).

On the back of the phone, that connection will be labeled "Internet" or have this symbol:



- 3) Take the end of the cable you just unplugged from the phone in step #2 and plug it into your computer. Your computer's connection to the network will be restored.

**NOTE: Do not connect two network cables from the wall to the phone!**

Wrap the cable from step #1 around the now-unused phone – you're all done! The network connection setup will look like this with the changes in red:



If you need assistance, please contact TechServices at [help@uml.edu](mailto:help@uml.edu) or 978-934-4357.