OOMA OFFICE IP PHONE SYSTEM READINESS GUIDE

Congratulations on purchasing the Ooma Office phone system! Blending the power of cloud computing with the convenience of plug-and-play IP Phones, Ooma Office creates a complete, multi-user communications platform for businesses like yours. Ooma Office includes all of the features you need to better connect and serve your customers, and easily scales as your business expands.

But before you start using your Ooma Office system, let's take a minute to review the environmental and networking factors necessary to make your Ooma Office set-up seamless, easy, and successful. Review this guide to make sure you are ready to install your equipment.

A few basic things you'll need:
1) **High-speed Internet service**
2) **Power**
3) **Available Ethernet Port(s)**

High-Speed Internet Service
Your Ooma Office phone system is an Internet based system which means you'll need to have high-speed Internet access at your location. Ooma recommends that your Internet speed (both uplink and downlink) should be at least 256kbps for each phone you will be installing (e.g. 5 phones would require 5*256kbps = 1.28Mbps of bandwidth). These days, most Internet connections are significantly faster than this. If you are not sure what your connection speed is, you can test your connection speed at http://linetest.ooma.com.

Power
No matter which type of IP Phones you will use, plan on each phone needing to be "plugged in" to power up. Check out your physical environment and determine if you have enough power outlets or if you'll need to add power strips or surge protectors.

Note: If you have Power over Ethernet (PoE) switches and infrastructure in your office, you can skip this step as the phone will be powered by the Ethernet connection without a separate power adapter. All Ooma/ Yealink phones, as well as the Ooma/ Cisco 504g phone support PoE.

Available Ethernet Ports
Each Ooma IP phone you are deploying will also need an Internet connection. You can plug an IP phone directly into your modem or router, but most likely, you will want to install the IP phones in more convenient locations. In this case, you will need Ethernet (CAT5) cabling run to

the areas in which you will use the IP phones. Look for Ethernet wall jacks, which are usually installed close to power outlets. You may already use these jacks to connect computers, printers or other networking equipment. Once you have identified a working Ethernet port to plug your IP phone into, follow the simple installation and set-up instructions provided with the phone.

Note: All IP phones that Ooma supports have a pass-through Ethernet port, so if you have a computer connected to an Ethernet jack, you can connect the computer to the IP phone, then have the IP phone connect to the Ethernet jack.

If you run out of Ethernet jacks for all your Ooma Office equipment, you can add additional ports by purchasing an Ethernet switch; 8-port or 16-port switches are inexpensive (<$50) and should give you plenty of additional ports to work with.

To recap, congratulations again on your decision to give your business the #1 rated phone service. While the above information may seem like a lot, it's actually only three simple steps to ensure a smooth and easy installation of your Ooma Office phone system: Internet, power and open ports!

If you have any questions, we are available to help 24x7.
Call us at **1-866-939-6662** (US) or **1-877-948-6662** (Canada)