

Swapping or Move Phones



We strongly recommend you first liaise with the system administrator as it's easy to get things wrong.

We suggest you only undertake the swapping phones if you are technically competent and are familiar with the working of a Comms cabinet via patching connections .

BEFORE moving or swapping phones, please make a note of:

- Current telephone switch positions and extension number
- Associated CAT 5 socket numbers
(where phones are currently plugged in)

Then

- Unplug required phones from CAT 5 socket
- Re-patch as required in the Comms cabinet
- Plug phones back into CAT 5 socket

It's recommended to only relocate a few phones (2 or 3) at any one time to save confusion.

It's not advisable to move or swap phones when connected to normal telephone sockets or unmarked CAT 5 outlets.