Welcome

Thank you for choosing the Cisco Small Business IP phone. This guide describes how to install your phone and how to perform some basic tasks. The phone includes Cisco CallManager Express Manager, a software program that manages your phone configuration. Your phone is connected. Your system administrator may not provide all of the features mentioned in this document. Contact your system administrator for questions about phone features.

Installing Your IP Phone

Please read these procedures to install the phone and connect it to your network.

STEP 1
Turn the phone body over to expose the ports on the back of the unit.

STEP 2
Insert the long end of the phone cord into the port at the bottom of the handset (not shown). The short end of the phone cord should easily slide into the upper port slots. Do not force.

STEP 3
If you are using an external power source, insert one end of the power port into the network port on your PC. Insert the other end of the Ethernet cable into the appropriate device, such as a network switch, on your network. If you are using an Ethernet connection, insert one end of the Ethernet cable into the network port on your PC. Insert the other end of the Ethernet cable into the port at the bottom of the handset (not shown). The short end of the phone cord should easily slide into the upper port slots. Do not force.

STEP 4
Insert the long end of the phone cord into the port at the bottom of the handset (not shown). The short end of the phone cord should easily slide into the upper port slots. Do not force.

STEP 5
Connect your phone to the network:
- Using an Ethernet Connection—Insert one end of the Ethernet cable to the network port marked “SW” into the network port on the phone body. Connect the other end of the Ethernet cable to the network port on your PC. Note: the Cisco SPA50X MB100 Wall Mount bracket. See the Cisco Small Business IP Phone SPA50X User Guide (SIP) or the Cisco Unified Communications Manager Express for the Cisco Small Business IP Phone SPA50X User Guide (SIP) for more information. The documents on Cisco.com for more information. The documents on Cisco.com for more information. The documents on Cisco.com for more information. The documents on Cisco.com for more information. The documents on Cisco.com for more information. The documents on Cisco.com for more information. The documents on Cisco.com for more information. The documents on Cisco.com for more information. The documents on Cisco.com for more information. The documents on Cisco.com for more information. 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**Phone Feature** | **Description**
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**Dialing buttons** | When pressing a number to make a voice call, make sure the button is pressed all the way down (as shown in the figure). For the Cisco SPA502G, press the mute softkey to silence the ringer. For the Cisco SPA504G, press the Setup button and dial 9. When using the phone menus, you can use the keypad to enter the number shown next to the menu or sub-menu item on the LCD screen. (Not applicable for SPA501G.) For example, to obtain your IP address on the Cisco SPA504G, press the Setup button and dial **8**.

**Softkey Buttons** | The softkey labels and buttons on your phone display vary depending on your phone model and the phone system setup. Softkey buttons are not available on the Cisco SPA501G. Press the right arrow on the navigation button to览 a partial listing of softkey buttons that may be available on your phone.

**Speaker button** | Push to turn the speaker on or off. When the speaker is on, the button glows green. To turn the speaker off, press the Speaker button and dial **1**.

**Headset button** | Push to turn the headset on or off. When the headset is on, the button glows green. To mute the phone microphone, speaker, or headset microphone, press the Mute button. To unmute, press the Mute button again to turn the microphone back on.

**Mute button** | On the phone. The button glows red. Press the Mute button again to cancel the mute. When the phone is muted, the button glows red. A flashing mute button indicates the network connection cannot be found. A steady red button indicates the network connection is not available on your phone.

**Volume button** | Press + to increase the volume and - to lower the volume of the handset, headset, speaker (when the phone is on), or ringer volume. (Press Save.)

**Ringer button** | Press to turn the ringer on or off. When the ringer is on, the button glows green. To adjust the volume of the handset or speaker, lift the handset or press the Speaker button. If you are using the headset, press the Headset button. If you are using the speakerphone, press the Speaker button. If you are using the headset, select the selected item by pressing the button labeled with the correct number. If you are using the handset, select a menu item by pressing the button labeled with the correct number.

**Volume button** | Press + to increase the volume, or press - to decrease the volume. Press Save.

**Mute button** | On the phone. The button glows red. Press the Mute button again to cancel the mute. When the phone is muted, the button glows red. A flashing mute button indicates the network connection cannot be found. A steady red button indicates the network connection is not available on your phone.

**Volume button** | Press + to increase the volume, or press - to decrease the volume. Press Save.

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