8x8, Inc.

Cisco Model SPA 504G Quick Start Guide

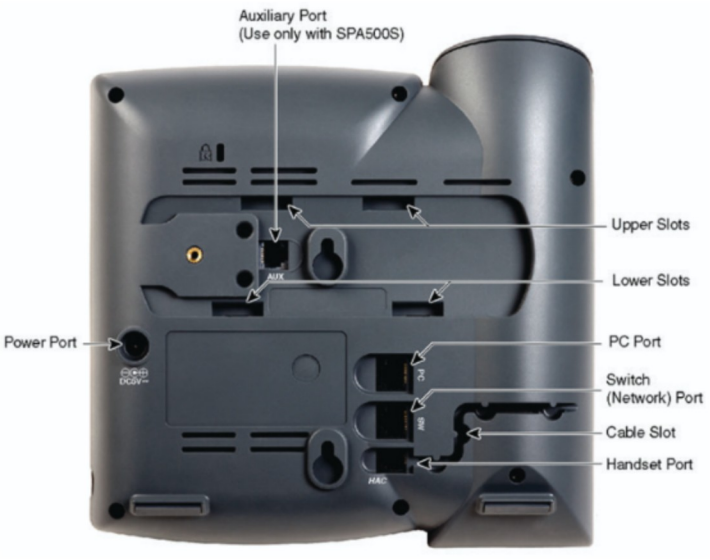
Welcome

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.

1 Installing Your IP Phone

Use this procedure to install the phone and connect it to your network.

Do not insert a telephone line cord into the port marked "AUX".



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

Step 2. Insert one end of the phone cord into the slot marked with a phone symbol (the Handset Port). Insert the other end into the jack at the bottom of the handset (not shown).

Step 3. (Optional) Connect the desk stand by lining up the tabs on the desk stand with the slots on the back of the phone. Slide the bottom tabs into the slots and lightly press down on the top of the desk stand. It should easily slide into the top slots. Do not force.

Step 4. If you are using an external power source, plug one end of the power cord into the building's power outlet and insert the other end of the power cord into the phone base.

Step 5. Connect your phone to the network using an Ethernet Connection. Insert one end of the Ethernet cable into the network port on the phone body marked "SW." Insert the other end of the Ethernet cable into the appropriate device, such as a network switch, on your network.

Step 6. (Optional) To provide network access to a PC, connect one end of an additional Ethernet cable (not provided) to the PC port on the back of the phone body. Connect the other end of the Ethernet cable to the network port on your PC.

Step 7. (Optional) To install the phone on a vertical surface, use the Cisco MB100 Wall Mount bracket. See the Cisco Small Business IP Phone SPA 50X User Guide (SIP) or the Cisco Unified Communications Manager Express for the Cisco Small Business IP Phone SPA 50X documents on www.cisco.com for more information. The **Where to Go From Here** section contains links to the documentation area on www.cisco.com.

2 Phone Lines and Buttons



Numbered objects in the photo are explained in the following table.

#	Phone Feature	Description
1	Handset	Pick up to place or answer a call.
2	Message Waiting Indicator	When lit red, you have a new voice mail message. When lit flashing red, you have an incoming call or the phone's firmware is being updated.
3	LCD Screen	Displays date and time, phone station name, line extensions and softkey options.
4	Line keys	Indicates phone line status. Typically when lit: **Green**: Line is idle. **Red** (steady): Line is active or in use. **Red** (blinking): Line is on hold. **Orange**: Line is unregistered (cannot be used). **Orange** (Flashing): The phone is not connected to the network.
5	Softkey buttons	Press a softkey button to perform the action shown on the label on the LCD screen above.
6	Navigation button	Press an arrow to scroll left, right, up, or down through items shown on the LCD screen.
7	Messages button	Press to access voice mail (must be set up by your phone system administrator).
8	Hold button	Press to place a call on hold.

#	Phone Feature	Description
9	Setup button	Press to access a menu to configure features and preferences (such as your directory and speed dials), access your call history and set up functions (such as call forwarding).
10	Mute button	Press to mute or unmute the phone. When phone is muted, the button glows red. A flashing mute button indicates the network connection cannot be found.
11	Volume button	Press + to increase the volume and - to lower the volume of the handset, headset, speaker (when the handset is off the phone, or ringer volume (when the handset is on the phone).
12	Headset button	Push to turn the headset on or off. When the headset is on, the button glows green.
13	Speaker button	Push to turn the speaker on or off. When the speaker is on, the button glows green.
14	Keypad	Use to dial phone numbers, enter letters and choose menu items.

3 Softkey Buttons

Press the right arrow on the navigation button to view additional softkey buttons. Below is a partial listing of softkey buttons that are available on your phone.

Phone Feature	Description
<< or >>	Move left or right through an entry without deleting characters.
add	Add an entry.
apps	Accesses supported 8x8 Virtual Office applications.
bxfer	Performs a blind call transfer (transferring a call without speaking to the party to whom you are transferring the call).
callpark	Puts a call on hold at a designated "park" number. The call is parked on the line until you unpark it or the caller disconnects. Must be configured by your phone system administrator.
cancel	Cancels any changes you have made (press cancel before pressing Ok or save).
clear	Clears the entry.
conf	Initiates a conference call.
confLx	Brings active lines on the phone together into a conference call.
confserv	Dials into the 8x8 conference bridge.
delChr	Deletes the last number or letter.
delete	Deletes an entire item (for example, a number from the Call History list).
dial	Dials a number.
dir	Provides access to phone directories.
dnd	Do Not Disturb; prevents incoming calls from ringing your phone.
-dnd	Clears Do Not Disturb.
edit	Opens an item so that you can edit numbers or letters, or enable or disable a feature.
endCall	Ends the call in progress.
exit	Closes a menu.
hold	Places a call on hold.
intercom	Allows you to automatically connect to a remote extension.
join	Joins the two calls into a conference call and drops you from the call.
lcr	Returns the last missed call by dialing the number that called you.
missed calls	Shows the Missed Calls list.

Phone Feature	Description
more	Displays other softkey buttons that are available.
record	Records the call in progress.
redial	Displays a list of recently dialed numbers.
resume	Resumes a call that is on hold.
save	Saves your changes.
select	Selects the highlighted item on the LCD screen.
xfer	Performs a call transfer.
xfer2vm	Transfers an active call to voice mail.
y/n	Enters a submenu and when pressed, toggles between Yes or No to enable or disable an option.

4 Using Your IP Phone

To place or answer a call, you can pick up the handset, press the **Speaker** or **Headset** button, or press a line button.

Putting a Call on Hold

To put a call on hold, press the **Hold** button. The caller hears a series of three rapid beeps or music while on hold.

To resume the call, press the flashing red line button for the call or the **Resume** softkey.

Ending a Call

If you are using the handset, hang up or press the **endCall** softkey. If you are using the speakerphone, press the **Speaker** button. If you are using the headset, press the **Headset** button.

Adjusting Volume and Muting

To adjust the volume of the handset or speaker, lift the handset or press the **Speaker** button. Press **+** on the **Volume** button to increase the volume, or press **-** to decrease the volume. Press **Save.**

To adjust the ringer volume, press the **Volume** button when the handset is on the phone and the **Speaker** button is off. Press the **Save softkey**.

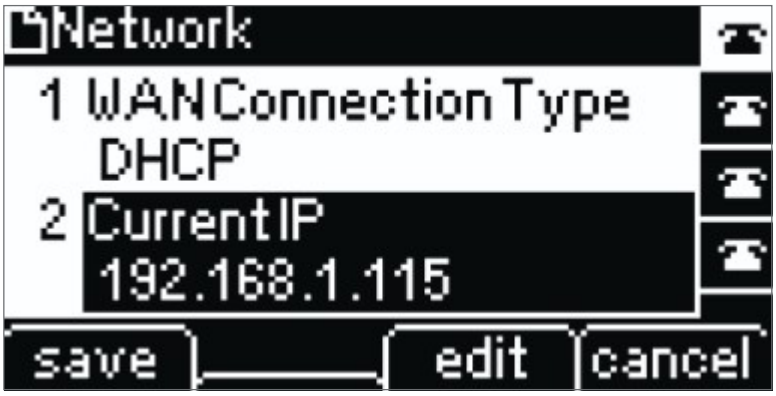
To mute the phone microphone, speaker, or headset microphone, press the **Mute** button on the phone. The button glows red. Press the **Mute** button again to unmute.

5 Using Keypad Shortcuts

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. For example, to obtain your IP address, press the **Setup** button and dial **9**.



The IP address is displayed on the Network screen.



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