

How to Configure your Cisco SPA509G Phone

BRIEFING

Zang Office supports the Cisco SPA509G desktop telephone. Before it can be used with Zang Office, the phone must be connected and configured for the Cloud.

Before you begin, you need to know (from your administrator):

- Your SIP Username.
- Your SIP Password (click in this field to make the password visible).
- Your company's Zang Office realm.

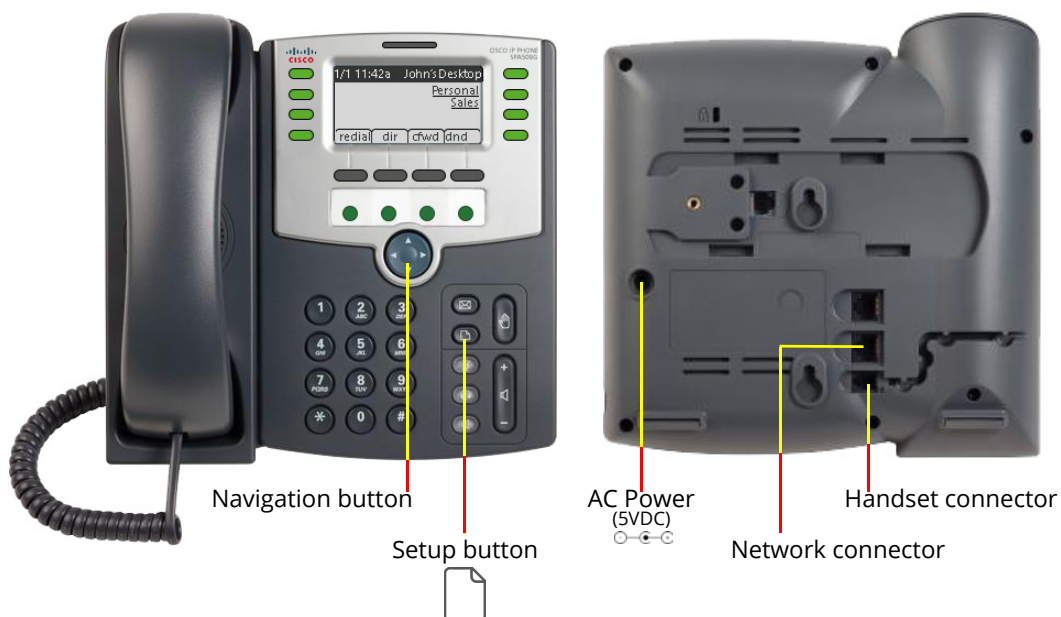
The screenshot shows a web interface for editing a SIP device. The title is "Editing SIP Device: Annette's Desk". Below the title, there is a "Basic Settings" tab and an "Advanced" tab. The "Basic Settings" tab is active. The form contains the following fields:

- Device Name: Annette's Desk
- SIP Username: user_1234 (highlighted with a red box)
- SIP Password: 98a7wrt5arfg8y
- Realm: yourcompany.office.zang.io

At the bottom right, there are "Cancel" and "Save Changes" buttons.

CONNECTIONS

Assemble the telephone and connect it to your network using an Ethernet cable (included).



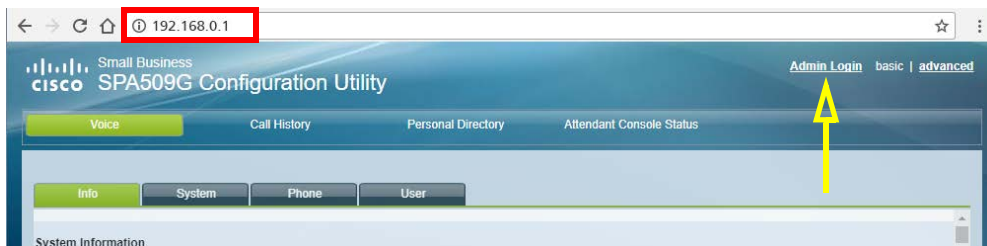
CONFIGURATION

The telephone must be configured to find and login to the Zang Office Cloud server.

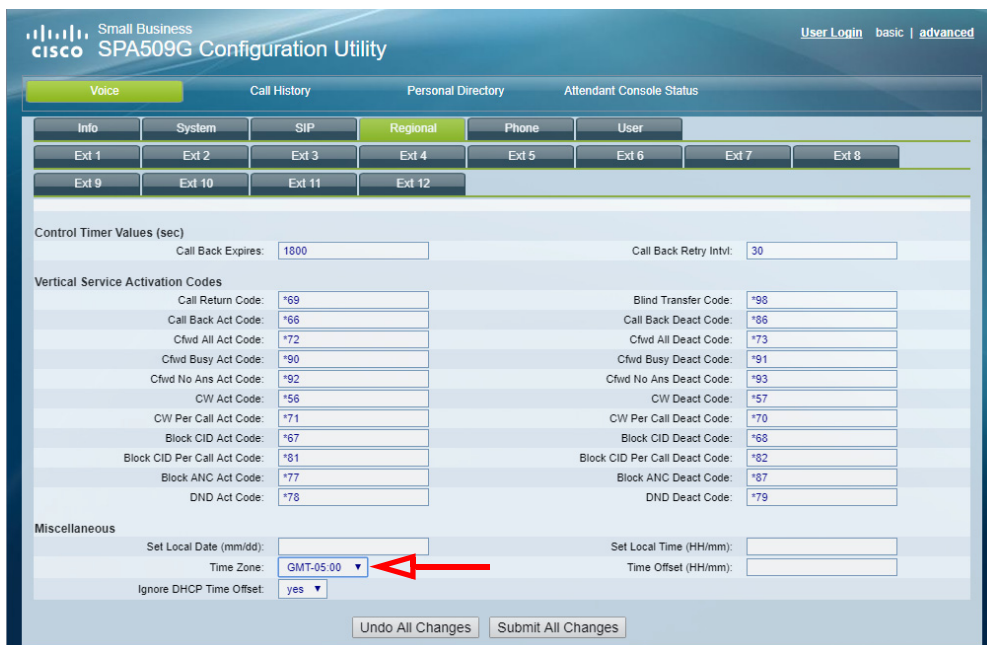
1. On the phone, record the IP Address. Push the **Setup** button. Using the **Navigation** button, scroll down to highlight **Network** and choose **select**. Record the value for **Current IP**.



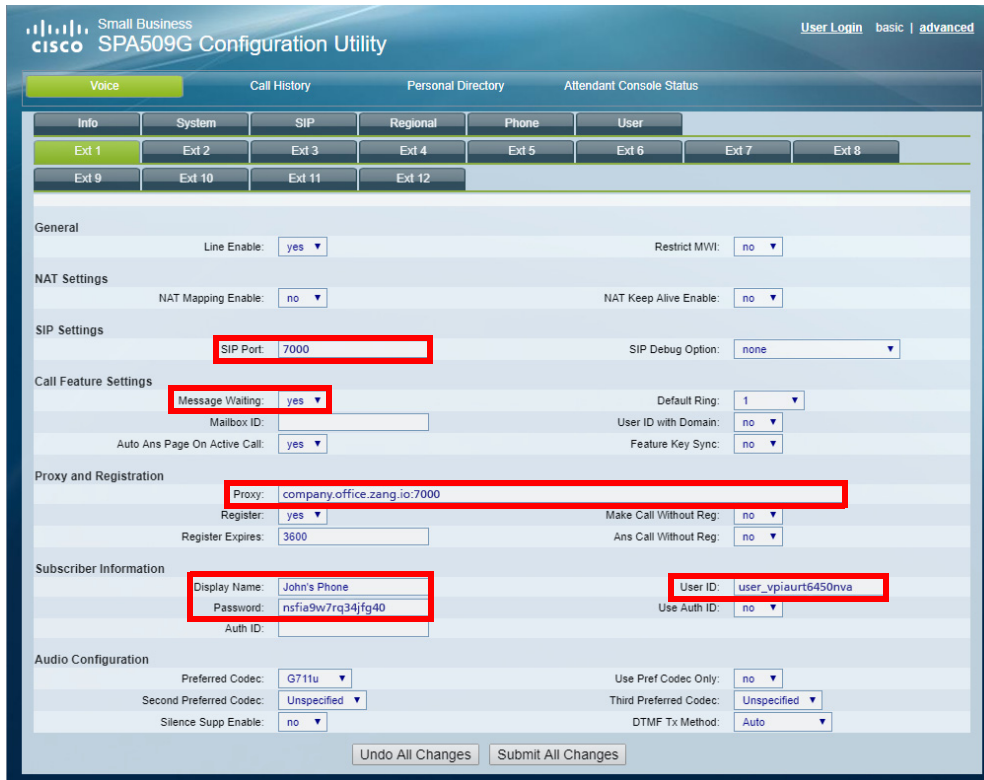
2. On your computer, open a web browser and enter the IP Address of the telephone in the address line. This will launch the Cisco Configuration Utility for this phone. Choose **Admin Login**.



3. On the **Regional** tab, set your time zone.



4. Open the **Ext 1** tab.



The screenshot shows the Cisco SPA509G Configuration Utility interface. The 'Voice' tab is selected, and the 'SIP' sub-tab is active. The 'Call Feature Settings' sub-tab is also active. The following fields are highlighted with red boxes:

- SIP Port:** 7000
- Message Waiting:** yes
- Proxy:** company.office.zang.io:7000
- Display Name:** John's Phone
- Password:** nsfia9w7rq34jfg40
- User ID:** user_vpiaurt6450nva

SIP Port: Set this value to **7000**. The Cloud servers only operate through this port.

Message Waiting: Set to **yes**.

Proxy: Enter the value for your Zang Office **Realm** (e.g. company.office.zang.io:7000).

User ID: Enter the Zang Office **SIP Username**.

Password: Enter the Zang Office **SIP Password**.

5. Open the Phone tab. Set the **Voice Mail Number** to ***98**.
Optionally, you can enter a name in the **Station Display Name** field. This will appear in the top right-hand corner of the telephone display. It can be helpful to include your extension number in this field.



The screenshot shows the Cisco SPA509G Configuration Utility interface. The 'Voice' tab is selected, and the 'Phone' sub-tab is active. The 'General' sub-tab is also active. The following fields are highlighted with red boxes:

- Voice Mail Number:** *98
- Station Display Name:** John 1234

6. Click **Submit All Changes**. The telephone will reboot and load the updated values.
If prompted to enter a **Mailbox ID**, enter ***98**.

7. On the **Phone** tab, disable all Lines that are not being used. This helps to keep the telephone's display clean.
For all lines that are in use, give each a **Short Name**. This will appear beside the line button in the display. Click **Submit All Changes**.

The screenshot shows the Cisco SPA509G Configuration Utility interface. The 'Phone' tab is selected, and the 'Line Key 1' and 'Line Key 2' sections are highlighted with red boxes. The 'Station Display Name' is set to 'John 1234', and the 'Short Name' for Line 1 is 'Line 1' and for Line 2 is 'Line 2'.



8. The telephone configuration is complete.

The configuration is complete.

Please refer to the Cisco manual for additional features and details.