

DIGITAL PHONES DIGITAL BUSINESS[®] USER GUIDE

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CHAPTER 1 OVERVIEW OF THE CISCO SPA SERIES DIGITAL PHONE

Using the Directory

Press the **Directory** soft key and select the desired address book to access names and numbers and create new entries. To search for a name:

1. Press the **Option Key** and select the **Search** option
2. Type the complete or partial name of the contact you wish to call
3. Use the **Navigation** key to move up or down the results and highlight the desired contact
4. Once you select a contact use the right arrow key to select the phone number – business or mobile
5. Press **Dial**

Access your MessageBank®

Enter 101 and press the dial soft key to connect to your MessageBank®

Follow the prompts to configure your greetings and listen to your voicemail messages

The message light on your phone will flash if there is a new message

Transfer a Call

While on an active call:

1. Press the **Transfer** soft key
2. Enter the number you are transferring to
3. Wait until the call is answered, and announce the call
4. Press the **Transfer** soft key to complete the transfer



Conference Call

While on an active call:

1. Press the **Conf** soft key
2. Enter the new party's number, wait for the party to answer the phone
3. Press the **Conf** soft key to connect all parties into the conference

Note - a maximum of three parties, including the caller, can be on a conference call

Call Park

Using Call Park, you can put a call on hold and pick-up the call from any other phones in the office. While on an active call:

1. Press the **Park** soft key to place the caller on hold
2. Dial the phone number or extension of the location you would like to resume the call from followed by #
3. Go to the location and lift the handset
4. Press **UnPark** softkey to resume the call

Group Call Pickup

Group Call Pickup enables calls ringing on another phone to be answered from any phone in the office. When a phone within the office is ringing:

1. Lift the handset on any phone in the office
2. Press the **GPickup** softkey

CHAPTER 2 INSTALLING CISCO SPA502 OR CISCO SPA504

Connecting your phone

Turn your phone over to expose the ports on the back of the unit



Insert one end of the 'curly' phone cable into the port marked 'HAC' on the back of the phone

Insert the other end of the 'curly' phone cable into the port at the bottom of the handset

Connect the phone stand by lining up the tabs on the stand with the slots on the phone body. Slide the bottom tabs into the lower slots on the phone body and lightly press down on the stand

Connect your phone to the network. Insert one end of the Ethernet cable into the 'SW' LAN port on the back of the phone. Insert the other end of the network cable into any available Ethernet LAN (10/100) port on the router.

To provide network access to a PC and reduce the number of Ethernet cables connected to the router, connect one end of an additional Ethernet cable (not provided) to the port marked "PC" on the back of the phone. Connect the other end of the Ethernet cable to the network port on your PC/computer.

Connect one end of the power cord into the power socket at the back of the phone. Make sure the power source is switched OFF, and then connect the other end of the power cord into the power socket. Switch the power source ON.

After a few moments a small phone icon will be displayed on the top right hand corner of the phone's LCD screen. (figure 1)

Now you are ready to set-up your user profile.

Setting up your profile

The user profile must be set-up before you can use the phone.

'login' will be displayed at the bottom left hand corner of the LCD screen

Press the soft key beneath 'login' to select 'login' (figure 1)

Enter the Device ID and Password (obtain this information from the Configuration Summary email received from Telstra) using the number pad. Press the ok soft key (figure 2)

The phone will restart by itself and a 'Ready' message will appear. The phone is now ready for use. (figure 3)



Figure 1: Initial screen



Figure 2: UserID and Password entry



Figure 3: Ready to use

CHAPTER 3 INSTALLING CISCO SPA525G2

The Cisco SPA525G2 offers the option to be connected to the Digital Business Router using WiFi (Wireless Network) or an Ethernet Cable (Wired Network).

Selecting the WiFi eliminates the need to for cabling, reducing cost and clutter around the office.

Note: the voice call quality will depend on strength and quality of the WiFi connection between the router and the phone.

Connecting your phone to a Wired Network (Ethernet Cable)

Turn your phone over to expose the ports on the back of the unit



Insert one end of the 'curly' phone cable into the port marked 'HAC' on the back of the phone

Insert the other end of the 'curly' phone cable into the port at the bottom of the handset

Connect the phone stand by lining up the tabs on the stand with the slots on the phone body. Slide the bottom tabs into the lower slots on the phone body and lightly press down on the stand

Connect your phone to the network. (Using a wired connection is preferred to a wireless connection). Insert one end of the Ethernet cable into the 'SW' LAN port on the back of the phone. Insert the other end of the network cable into any available Ethernet LAN (10/100) port on the router.

To provide network access to a PC and reduce the number of Ethernet cables connected to the router, connect one end of an additional Ethernet cable (not provided) to the port marked "PC" on the back of the phone. Connect the other end of the Ethernet cable to the network port on your PC/computer.

Connect one end of the power cord into the power socket at the back of the phone. Make sure the power source is switched OFF, and then connect the other end of the power cord into the power socket. Switch the power source ON.

After a few moments a small phone icon will be displayed on the top right hand corner of the phone's LCD screen. (figure 1)

Now you are ready to set-up your user profile

Connecting your phone to a Wireless Network (WiFi)

NOTE: The PC port is not supported in wireless operation. The PC port is only supported in a wired operation.

The Cisco SPA 525G2 phone supports a direct connection to the wireless network. The Cisco SPA525G2 may be configured using Wi-Fi Protected Setup (WPS)

You will need access to your Router to successfully connect your phone the wireless network.

Wired Ethernet is the preferred setup method as Wireless performance may be poor as it will vary depending on which gateway is used and the environment

- On your phone press the Setup button
- Scroll to Network Configuration (8) and press Select
- In the Wi-Fi field, press the left or right arrow to turn Wi-Fi On. A tick represents on.
- Press the Set soft key
- Scroll to Wi-Fi Configuration and press the Right Arrow
- Select Wi-Fi Protected Setup
- Select Push button Configuration
- On the Router press and hold the WPS until the light begins flashing

- On your phone press the Select soft key to locate and connect to the router. This can take up to 1 minute
- Press OK
- From the Wi-Fi configuration menu select Wireless Status
- Press the Add soft key
- Press the OK soft key
- Press the Save soft key
- The phone settings will now refresh

Setting up your profile

The user profile must be set-up before you can use the phone.

- Press the Login soft key (figure 1)
- Enter the User ID and Password (obtain this information from the Configuration Summary email received from Telstra) using the number pad.
- Press the Login soft key (figure 2)

The phone will display that they login was successful and will Reboot. Press the OK soft key to complete the process (figure 3)



Figure 1: Initial screen



Figure 2: UserID and Password entry

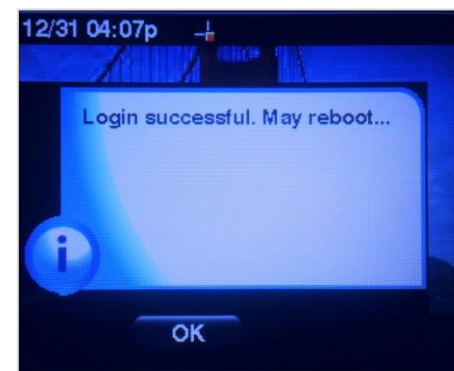


Figure 3: Reboot

CHAPTER 4 BLUETOOTH ON THE CISCO SPA525G2

A mobile phone or wireless headset with Bluetooth can be paired to the Cisco SPA525G2.

Pairing a Bluetooth wireless headset to the SPA525G2 allows you answer calls on your headset and be mobile around the office.

Pairing a mobile phone to the SPA525g2 allows you import all contacts to your SPA525G2, answer calls to the SPA525G2 on your mobile phone and transfer a call to the mobile phone midway through a conversation.

Pair a Bluetooth Device

Turn ON Bluetooth on the SPA525G2

- Press **Setup**
- Select **User Preferences**
- Select **Bluetooth Configuration**
- Use the right arrow to turn Bluetooth on, press **Set**

Connect a Device to the SPA525

- Use the right arrow to select the **Bluetooth Mode**, press **Set**
- Select **Search Bluetooth Profiles**, press the right arrow to enter the profile screen
- Ensure your Bluetooth device (mobile phone or headset) is turned on and press **Scan**
- Select the device, enter the device PIN
- Select to **Connect Automatically**
- Press **Connect**

NEED MORE SUPPORT

If you have questions beyond this guide, we want to help.

To learn more about your Digital Business tools and features, visit the Digital Business Online Support page at <http://www.telstra.com/digitalbusiness/support>

To speak with a Digital Business consultant, phone us on 13 2000 and say “Digital Business” when prompted.

When calling, please have your Account Number or phone number, including area code, ready for the consultant.