8x8, Inc.

Fax Extension for the Cisco SPA122 ATA
Quick Activation and Installation Guide

Welcome to Fax Extension Service with 8x8 Virtual Office!

Getting your Fax Extension Service up and running on your Cisco SPA122 Analog Terminal Adapter takes just a few minutes.

Activating Your Cisco ATA

You will need your activation code to activate your Cisco ATA. The activation code was sent via email. You can also retrieve it in the 8x8 Account Manager by following these instructions:

1. Go to www.8x8.com, click **Sign In** and select **Account Manager**.

2. Enter your administrator **username** and **password**.

3. Click **Phone System** from the top naviation bar and select **View All Extensions**.

4. Click **Activate Device** next to the extension you wish to activate.

5. A pop-up screen displays the activation code for the extension.

6. Connect your ATA to a power source and a router or modem with an Internet connection.

7. Make sure a phone is connected to the **Phone 1** plug on the Cisco ATA that you want to activate.

   – If your fax machine has a telephone, lift the handset and follow the voice instructions to enter the activation code and activate your port

   – If your fax machine does not have a built-in telephone, temporarily connect any analog telephone to activate this port, then plug your fax machine back in for fax service.

8. Follow the instructions on page 2 to install your ATA.

Assistance

If you would prefer to set up your service over the phone at no extra charge:

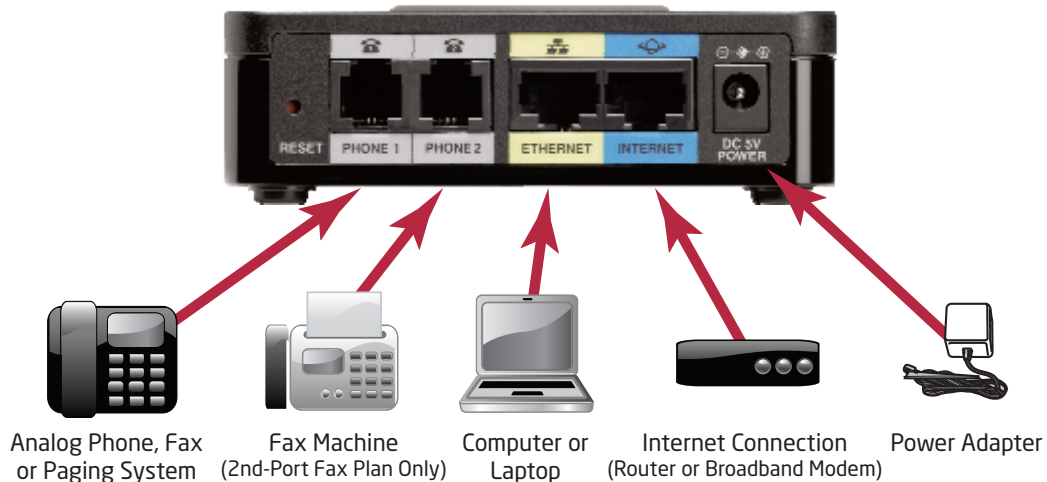**Call 1.866.208.9369 to schedule an appointment.**

Installing your Cisco SPA122 ATA

- Connect your fax machine to the **PHONE 1** port on the back of your Cisco SPA122 ATA.

  – If you purchased a 2nd-Port Fax Plan, connect that fax to the **PHONE 2** port.

- Disconnect the power adapter on your Cisco ATA and reconnect it after a few seconds.

- You are now ready to place fax calls.

Analog Phone, Fax or Paging System

Fax Machine (2nd-Port Fax Plan Only)

Computer or Laptop

Internet Connection (Router or Broadband Modem)

Power Adapter

NOTE: If you do not have a router, you can connect your Cisco SPA122 ATA directly into a broadband modem. Please refer to the Cisco SPA122 ATA Quick Start Guide at http://www.8x8.com/Support/BusinessSupport/Documentation.aspx on how to configure this.

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