

Cisco Model SPA 525G 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 these procedures 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 over to expose the ports on the back of the unit.

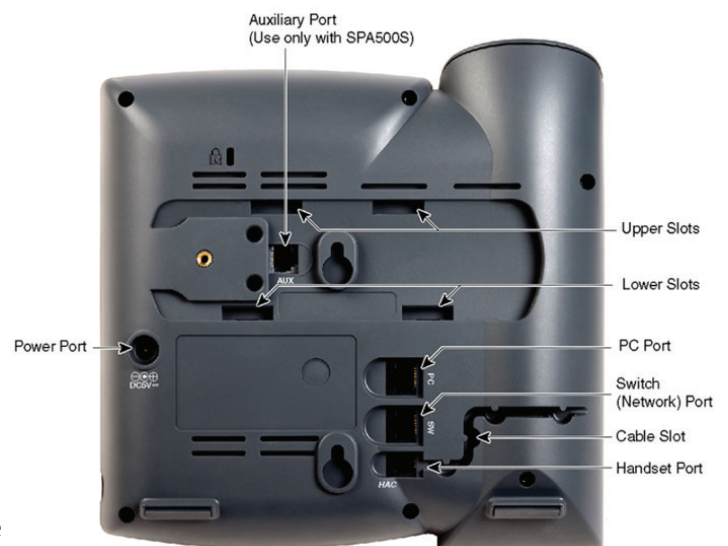
Step 2. Insert one end of the phone cord into slot marked with a phone symbol (the Handset Port). Insert the other end into the jack at the bottom of the handset (not shown).

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 a wired Ethernet Connection—Insert the Ethernet cable into the slot marked "SW" (the Switch Port). Insert the other end of the Ethernet cable into the appropriate device on your network, such as a network switch. The Cisco SPA 525G provides a second Ethernet port (the PC Port). You can connect a PC to this port to provide network access to the PC. (Note: This option is only available when the phone is connected to the network via the wired Ethernet connection).
- Using a Wireless Connection—Your phone has a built-in wireless adapter. You must unplug the Ethernet connection before configuring Wi-Fi. See the Cisco Small Business IP Phone SPA 525G (SIP) User Guide for more information.



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 | Speaker | Speaker for phone. |
| 3 | 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. |
| 4 | LCD Screen | Displays date and time, phone station name, line extensions, and softkey options. |
| 5 | 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. |
| 6 | Softkey buttons | Press a softkey button to perform the action shown on the label on the LCD screen above. |
| 7 | Navigation button | Press an arrow to scroll left, right, up, or down through items shown on the LCD screen. |
| 8 | Select button | Press the check mark button to select an option or menu item on the screen. |
| 9 | Messages button | Press to access voice mail (must be set up by your phone system administrator). |
| 10 | Hold button | Press to place a call on hold. |
| 11 | 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). |

| # | Phone Feature | Description |
|----|----------------|--|
| 12 | 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. |
| 13 | 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). |
| 14 | Speaker button | Push to turn the speaker on or off. When the speaker is on, the button glows green. |
| 15 | Headset button | Push to turn the headset on or off. When the headset is on, the button glows green. |
| 16 | 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 |
|---------------|---|
| apps | Accesses supported 8x8 Virtual Office applications. |
| BlindXfer | Performs a blind call transfer (transferring a call without speaking to the party to whom you are transferring). |
| callpark | Puts a call on hold at a designated "park" number. The call is active until you unpark it, or the caller disconnects. Must be configured by your Phone Administrator. |
| Call Rtn | Returns the last missed call by dialing the number that called you. |
| Change | Opens a menu so that you can change the properties for an item (for example, change a ring tone). |
| Clear | Deletes an entire text/number field. |
| Clr DND | Clears Do Not Disturb. |
| Conf | Initiates a conference call. |
| Conf Line | Conferences active lines on the phone together. |
| confserv | Dials into the 8x8 conference bridge. |
| delChar | Deletes the last number or letter. |
| Delete | Deletes an entire item (for example, a number from the Call History list). |
| Dial | Dials a number. |
| Directory | Provides access to your personal and corporate phone directory. |
| DND | Do Not Disturb; prevents incoming calls from ringing your phone. |
| Edit | Opens an item so that you can edit numbers or letters, or enable or disable a feature. |
| EditDial | Edits a number before dialing. |
| End Call | Ends the call in progress. |
| Forward | Forwards calls coming to your phone to a specified number. |
| Hold | Places a call on hold. |
| intercom | Allows you to automatically connect to a remote extension. |
| Join | Joins two calls into a conference call and drops you from the call. |
| missed calls | Shows the Missed Calls list. |
| More | Accesses additional softkeys. |
| Paste | Using the navigation button, highlight an item and press Paste to place the item you copied. |
| Play | Plays an item (for example, a ring tone). |

| Phone Feature | Description |
|---------------|---|
| 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. |
| Scan | Scans for wireless networks or Bluetooth devices. |
| Select | Selects the highlighted item on the LCD screen. |
| Transfer | Performs a call transfer. |
| View | Displays more information about a selected item. |
| xfer2vm | Transfers an active call to voice mail. |

4 Using Keypad Shortcuts

Use the keypad to enter the number of the menu or sub-menu item. For example, to reach the Call History menu, press the **Setup** button and enter 2. Menus and options may vary depending on the phone system.

5 Using Your SPA IP Phone

Placing or Answering Calls

To place or answer a call, do one of the following tasks:

- Pick up the receiver.
- Press the **Speaker** button.
- Press the **Headset** button.
- Press a line button.

Putting a Call on Hold

To put a call on hold, press the **Hold** button.

To resume the call, press the **Resume** soft key or the flashing red line button for the call. If you have multiple calls, all calls are put on hold except the active call.

Ending a Call

- If you are using the handset, hang up.
- If you are using the speakerphone, press the **Speaker** button.
- If you are using the headset, press the **Headset** button.
- Press the **endCall** soft key.

Transferring Calls

1. During an active call, or a call on hold, press **Transfer**. The call is placed on hold and a new line is opened to dial the number.
2. Either enter the number to which you want to transfer the call or use the directory to choose a number.
3. Press **Dial**.
4. To transfer the call without waiting for the other person to answer, press **Transfer** after the call begins to ring and hang up. If you hang up before the second call rings, the transfer fails and the first call is disconnected. If you misdial, press the line button again to receive a dial tone.
5. To transfer after speaking privately to the other person, press **Transfer** at any time during the conversation.

Redialing

- To redial a recently-called number, press **Redial**, select the number from the list, and then press **Dial**.
- Press the **Setup** button and then select **Call History**. You can then select any list, such as Missed Calls or Received Calls, and you can press **Dial** to call any number on the list.

Adjusting Call Volume and Muting

To adjust the volume while you are on a call, press **+** on the **Volume** button to increase the volume, or press **-** to decrease the volume. Press **Save**.

Pressing the **Volume** button while not on a call adjusts the volume of the phone's ringer.

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

Setting Do Not Disturb

Use the Do Not Disturb feature to prevent incoming calls from ringing your phone. If you have voice mail configured, incoming callers immediately reach voice mail. If voice mail is not configured, callers hear a busy signal or message.

To set Do Not Disturb, press the **DND** softkey on your phone. Press the **Cir DND** softkey to turn Do Not Disturb off.

Accessing Voicemail

To access voicemail, press the **Messages** button on your phone. Your system administrator should configure your phone with the correct voicemail number so that pressing the **Messages** button automatically dials your voicemail system. Dialing x555 will also provide access to your messages.

