READ ME FIRST

To start making and receiving calls, you must first activate the Analog Terminal Adapter (Cisco SPA122 ATA).

Activating Your ATA

1. Connect the cable from your analog phone (or fax machine with handset) to the **PHONE 1** port on the back of the Cisco phone adapter. If the fax machine does not have a handset, temporarily attach an analog phone.

2. Connect your router (or modem if you don't have a router) with an Ethernet cable to the **INTERNET** port.

3. Go to 8x8.com and click Login at the upper right corner of the page. Select Account Manager and log in to your account. (**Note:** The phone system Admin has access to Account Manager.)

4. Select **Phone System**, then **View All Extensions**.

5. Select **Activate Device** next to the extension you wish to activate.

6. The activation code will appear for phone or fax service activation. (For paging service activation, follow the special instructions.)

7. Pick up the handset or press the speakerphone button and follow the instructions for entering the activation code.

For user guides, visit 8x8.com/UserGuides. For any setup issues or questions about your services and features, please visit support.8x8.com.

| Analog Phone, Fax or Overhead Pager | Fax Machine (2nd port Service) | Computer or Laptop | Internet Connection (Router or Broadband Modem) | Power Adapter |
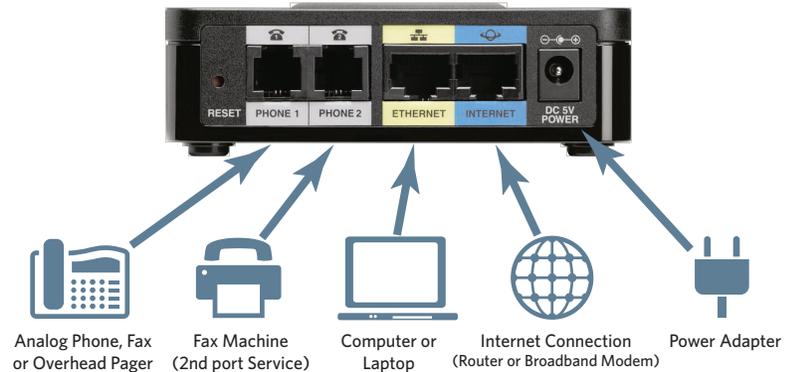
Activating 2nd Port Fax (if purchased)

1. To activate the 2nd port, connect any analog phone to the **PHONE 1** port.

2. Pick up the handset and follow the instructions for entering the activation code.

3. Connect your fax machine to the **PHONE 2** port.

To view our user guides, please visit

www.8x8.com/UserGuides

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