

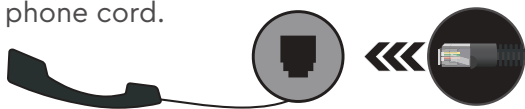
# IP Centrex Phone: Cisco SPA 504/508/525

## 1 To confirm the **E911 ADDRESS INFORMATION** for the location of your equipment:

1. Go to [www.coxbusiness.com](http://www.coxbusiness.com)
2. Click on Sign in MyAccount
3. Enter your MyAccount login credentials
4. Click Manage E911 Information
5. Follow the prompts

**IMPORTANT:** The E911 address information must be updated whenever the phone is moved to a new location. Affix the E911 decal (included) so users can view this information.

## 2 **HANDSET:** Connect the handset using the phone cord.



## 3 **ETHERNET CABLE:** Connect the Ethernet cable to an active port on your **firewall/router** or **LAN switch**. Connect the other end to the LAN port on the back of the phone.

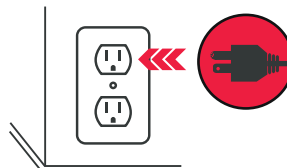


## 4 **THERE'S 3 WAYS TO POWER THE PHONE:**

**OPTION 1:** If you're using **Power over Ethernet (PoE)** from a LAN switch as per Step 3, no additional power is needed.

**OPTION 2: PoE Injector (if included):** For instructions on how to power your phone with a **PoE Injector**, go to [www.coxbusiness.com/ipcpower](http://www.coxbusiness.com/ipcpower).

**OPTION 3: Power Cord (if included):** Plug the power cord into the power port on the back of the phone, and then into the wall outlet.

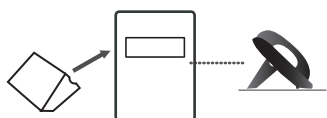


## 5 **WAIT:** The line keys will light up or green check marks will appear when the phone is active and ready for use.

This may take up to **3 MINUTES**.

1. If the boot process does not start, check the power cord connections (Step 4).
2. If the boot process completes, but does not show the line keys are ready, check the Ethernet cable connections (Step 3).

## 6 **PHONE STAND:** Insert the **PHONE STAND** into one of the slots on the back of the phone.



### QUESTIONS ABOUT YOUR INSTALLATION?

To access quick reference guides and user guides, visit [www.coxbusiness.com/starthere](http://www.coxbusiness.com/starthere) and select your phone make and model.



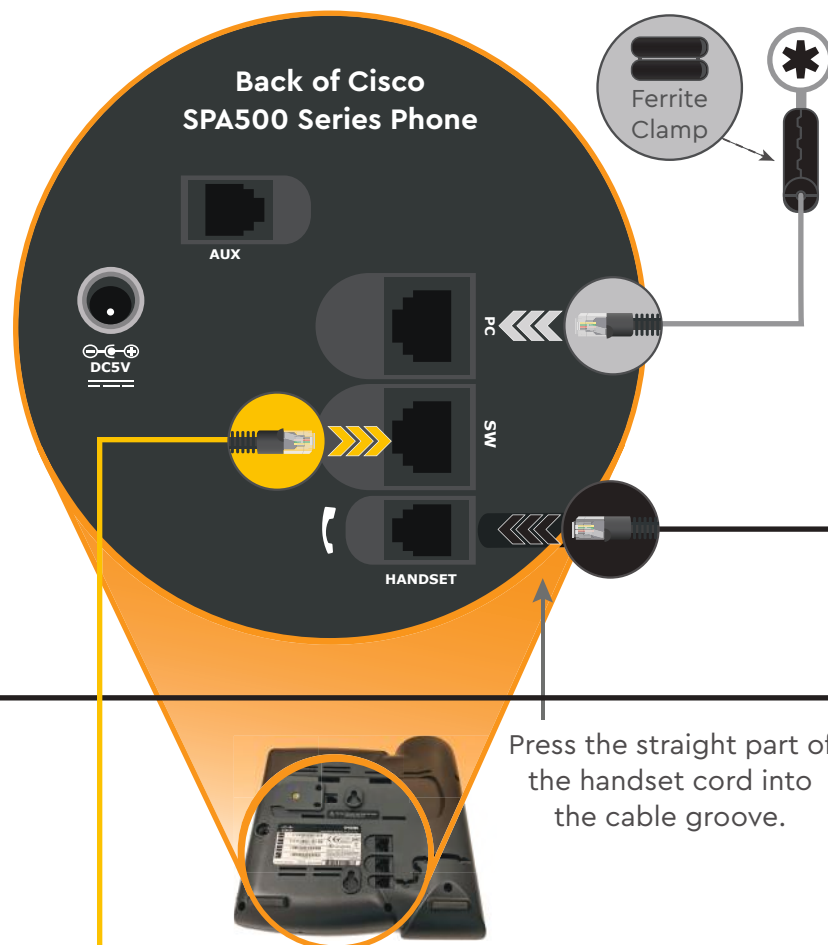
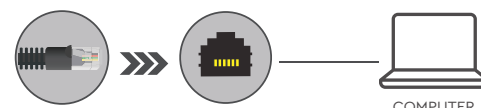
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### \* **OPTIONAL PASS-THROUGH CONNECTION**

1. Connect an Ethernet cable (*not included*) from the PC port on the phone to the Ethernet port on your computer.
2. If provided, attach the ferrite clamp to the Ethernet cable close to the PC port of the phone.



Press the straight part of the handset cord into the cable groove.

