Cisco Small Business Pro
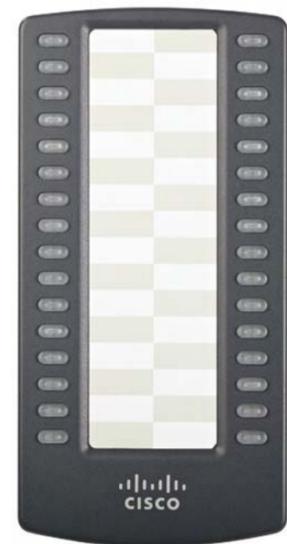
SPA500S 32-Button Attendant Console for Cisco Small Business Pro SPA500 Series IP Phones

Package Contents

- SPA500S 32-Button Attendant Console
- Quick Start Guide
- Attachment Arm
- Attachment Arm Screws (2)
- Auxiliary Interconnect Cable
- Stand

1 Connecting to the SPA500 Series IP Phone

The following procedure describes how to attach the SPA500S to a SPA500 Series IP Phone.

STEP 1 Turn both the SPA500 Series IP Phone and the SPA500S face down.

STEP 2 Align the screw hole in the SPA500 Series IP Phone with one of the holes on the attachment arm.

STEP 3 Insert the pegs on the attachment arm into the peg holes on the SPA500 Series IP Phone.

Peg holes

IP phone screw hole

STEP 4 Using an attachment arm screw, secure the attachment arm to the SPA500 Series IP Phone.

STEP 5 Align the right screw hole in the SPA500S with the unused hole on the attachment arm.

STEP 6 Insert the pegs on the attachment arm into the peg holes on the SPA500S.

Peg holes

500S right screw hole

STEP 7 Using an attachment arm screw, secure the attachment arm to the SPA500S.
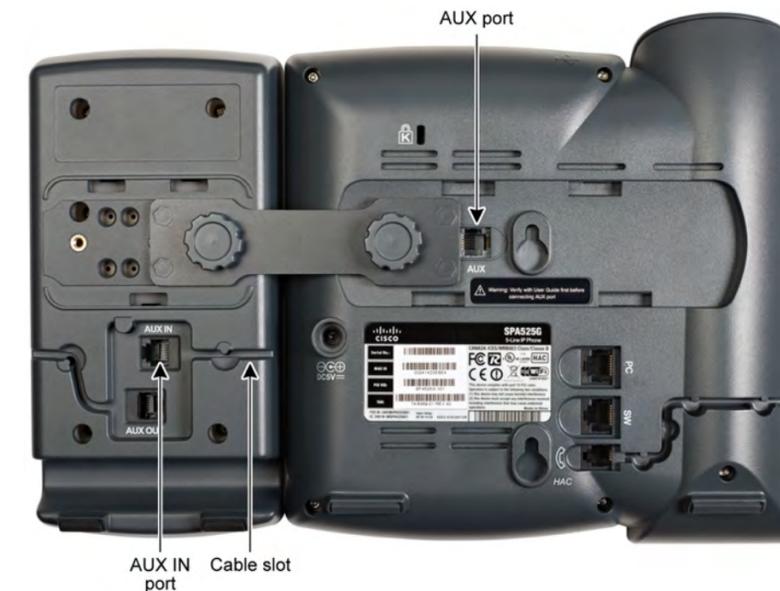

Attachment arm screws

⚠️ **CAUTION** Do not plug a telephone line cord into the AUX port. Use only the auxiliary cable provided with the SPA500S.

STEP 8 Locate the AUX IN port on the back of the SPA500S. Connect one end of the auxiliary cable to this port.

STEP 9 Locate the AUX port on the back of the SPA500 Series IP Phone. Connect the other end of the auxiliary cable to this port. The SPA500S is powered by the auxiliary cable with the SPA500 Series IP Phone; no additional power source is required.

STEP 10 Route the auxiliary cable inside the cable slot of the SPA500S.

AUX port

AUX IN port   Cable slot

STEP 11 Attach the appropriate desktop stand to each unit.

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2 Connecting a Second SPA500S

A maximum of two SPA500S attendant consoles can be connected to a SPA500 Series IP Phone. The instructions in this section are for connecting a second SPA500S. If you are not attaching a second SPA500S, skip to Section 3, *Configuring the SPA500S*.

STEP 1 Attach the first SPA500S to the IP phone and connect the auxiliary cable as described in Section 1, *Connecting to the SPA500 Series IP Phone*.

STEP 2 Align the left screw hole in the first SPA500S with one of the holes on the attachment arm.
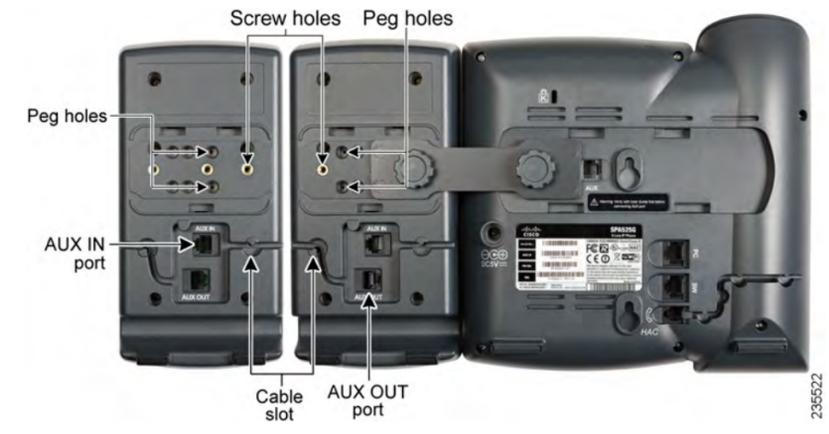

STEP 3 Insert the pegs on the attachment arm into the peg holes on the SPA500S.

STEP 4 Using the attachment arm screw, secure the attachment arm to the first SPA500S.

STEP 5 Align the right screw hole in the second SPA500S with the unused hole on the attachment arm.

STEP 6 Insert the pegs on the attachment arm into the peg holes on the SPA500S.

STEP 7 Using the attachment arm screw, secure the attachment arm to the second SPA500S.

⚠ **CAUTION** Do not plug a telephone line cord into the AUX port. Use only the auxiliary cable provided with the SPA500S.

STEP 8 Locate the AUX OUT port on the back of the first SPA500S. Connect one end of the auxiliary cable to this port.

STEP 9 Locate the AUX IN port on the back of the second SPA500S. Connect the other end of the auxiliary cable to this port.

STEP 10 Route the auxiliary cable inside the cable slot. The SPA500S is powered by the auxiliary cable with the SPA500 Series IP Phone; no additional power source is required.

STEP 11 Attach the appropriate desktop stands to each unit.

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3 Configuring the SPA500S

You can configure the SPA500S buttons for speed dials, line monitoring, one-touch transfer, and other features (if supported by your phone system). To configure the SPA500S:

- If the SPA500S and attached SPA500 Series IP Phone are part of a Cisco SPA9000 Voice System, we recommend that you use the SPA9000 Setup Wizard. For instructions on using the Setup Wizard, see the *System Configuration Using the SPA9000 Setup Wizard* document on Cisco.com. See Section 5, *Where to Go from Here*, for the link to this document.

- If you want to manually configure the SPA500S using the web user interface for the SPA500 Series IP Phone to which the SPA500S is attached, see the *Cisco SPA and Wireless IP Administration Guide* on Cisco.com. See Section 5, *Where to Go from Here*, for the link to this document.

- If the SPA500S and attached SPA500 Series IP Phone are used with a Broadsoft or Asterisk server, see the *Cisco SPA and Wireless IP Administration Guide* on Cisco.com. See Section 5, *Where to Go from Here*, for the link to this document.

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4 Using the SPA500S

You can press a button on the SPA500S to dial an associated line, pick up a call ringing at a line, or transfer a call to the line.

⚠ **NOTE** The options available on the SPA500S depend on the phone system configuration. Your phone system might not provide all of the features mentioned in this document.

Monitoring Lines

The LED color of a line button gives you information about the line being monitored:

- Green: The line is idle.
- Red (steady): The line is in use.
- Red (blinking): The line is ringing.
- Orange (steady): The line is not registered; there is a problem with phone connectivity.
- Orange (blinking): The line is not configured properly.
- Off: The line is not configured.

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5 Where to Go from Here

Resource	Location
Technical Documentation	http://www.cisco.com/en/US/products/ps10033/tsd_products_support_series_home.html
Customer Support	www.cisco.com/en/US/support/tsd_cisco_small_business_support_center_contacts.html
Open Source License Notices	www.cisco.com/go/osln
Regulatory Compliance and Safety Information	http://www.cisco.com/en/US/products/ps10033/tsd_products_support_series_home.html
Warranty Information	http://www.cisco.com/go/warranty
Cisco Partner Central site for Small Business	http://www.cisco.com/web/partners/sell/smb

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