

Basic IP Desk Phone (Cisco MPP 6851)

– Set-up Instructions



Contained in the box

(please note, cables may vary in colour)



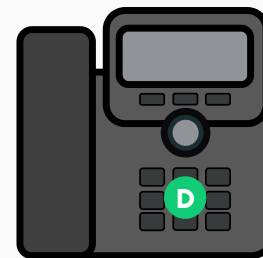
Power
Cable



Handset
Cable



Network
Cable (RJ45)



Basic IP Desk Phone
(Cisco MPP 6851)



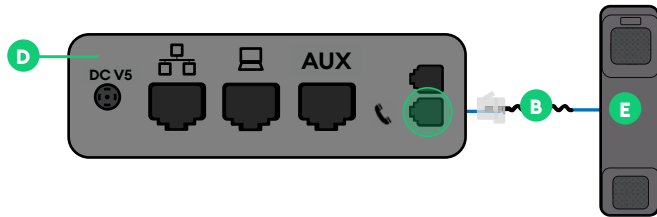
Handset



Foot Stand

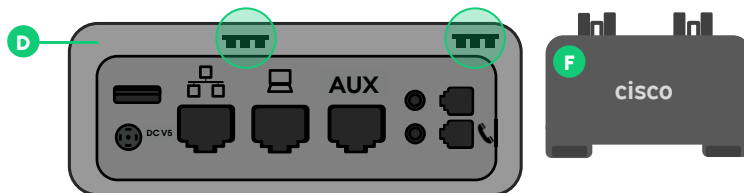
1 Connect the Basic IP Desk Phone to the handset

Take the long end of the handset cable **B** and plug it into the handset jack at the back of the phone **D**. Next, plug the short end of the cable into the bottom of the handset **E**. Tuck the cable into the horizontal cable slot on the back of the phone.



2 Connect the Basic IP Desk Phone to the foot stand

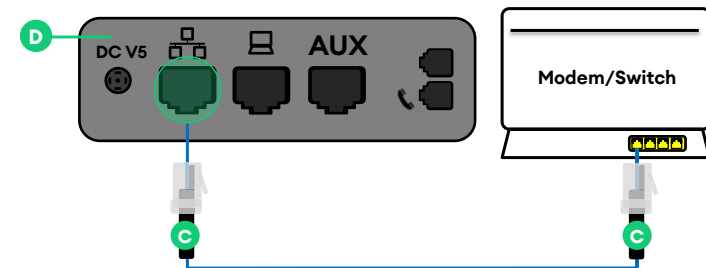
Take the foot stand **F** and connect it into the back of the phone **D**. Make sure the Cisco logo is facing outwards.



3 Connect the Basic IP Desk Phone to the internet

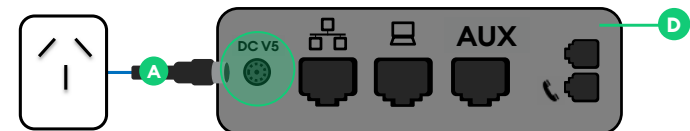
Take the network cable **C** and plug it into the network port at the back of the phone **D**. Tuck the cable into the horizontal cable slot. Then plug the other end of the cable into a spare internet connected LAN port on your modem or switch.

If your switch supports Power over Ethernet (PoE), the phone will begin powering up – go to step 5.



4 Connect power to the Basic IP Desk Phone (optional)

If you have purchased the optional power cable **A** for your phone **D**, connect it to the power input port and plug the other end into a power source.



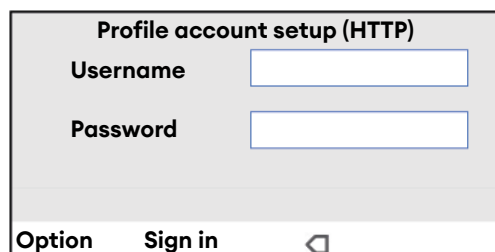
5 Applying configuration

After a few moments, the phone will apply its configuration and finish powering up.

IMPORTANT: Please follow steps 6 – 8 carefully

6 Ready to provision

The phone is ready to provision when you see the account setup screen. **Go to the next step** to retrieve your device username and password.



Profile account setup (HTTP)

Username

Password

Option Sign in

7 Retrieve device username and password

(a - Admin only) You **must** go to the self-service portal:
<https://onenz.xport.co.nz>

(b) To log into the self-service Administration Portal (xPort) use the login details from your email.

(c) After logging into xPort, navigate to Service on top menu, select corresponding Group and locate the profile. Click the device link to retrieve device username and password.

8 Enter device username and password into the phone

Enter your device username and password retrieved from the self-service portal into the phone.

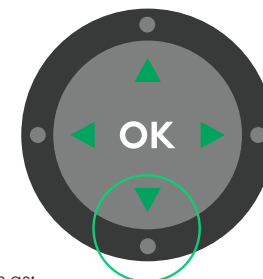
Example format:

Username: 120000#00001 then press **Down**

Password: 11223344 then press the **Sign In** button.*

The phone will apply its configuration and power up once more.

* If you enter your device details incorrectly or if a warning message displays as: "Verify your provisioning settings or contact your service provider", press **Cancel**. If "Error with sign in credentials, contact your administrator" appears, press **OK**. This should return you to the account setup screen. If you exit the account setup screen and can no longer sign in, restart the phone by unplugging the network cable. Allow several minutes.



9 Ready to use

Congratulations, your phone is now ready to use. You will see your username, phone number and menu options displayed on the screen.



For more info, guides & FAQs visit
<https://one.nz/one-business-with-webex/help>
or scan the QR code

