Quick Start Guide

Cisco SPA302D Mobility Enhanced Cordless Handset

Package Contents

- Cisco SPA302D Mobility Enhanced Cordless Handset
- Charging Cradle
- Belt Clip
- Power Adapter
- Power Clip
- Two rechargeable AAA batteries
- Product CD-ROM
- Quick Start Guide

Version en français sur CD

Welcome

Thank you for choosing the Cisco SPA302D. This guide describes how to physically set up and register your Cisco SPA302D to the Cisco SPA232D ATA. It also describes how to perform some basic tasks, such as placing and answering calls, and configuring basic phone options.

1 Before You Begin

Before you begin the installation, make sure that you have the following equipment and services:

- Cisco SPA232D Mobility Enhanced ATA, which has an integrated DECT Base Station to provide telephone service for the SPA302D
- Active Internet connection
- Active Public Switched Telephone Network (PSTN) connection or Voice over IP (VoIP) phone service account
- PC with web browser, for using web-based system management tools (Microsoft Internet Explorer, Mozilla Firefox, and Apple Safari are supported)

Battery Warning

Use only size AAA Ni-MH 800 mAh (1.2V) rechargeable batteries in the Cisco SPA302D handset. Place the handset in the charging cradle for a recommended initial charge of 10 hours before using the handset for the first time.

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2 Cisco SPA302D Features

Table 1 Handset Features

1	Receiver.
2	Handset display.
3	Right softkey. Press the softkey to perform the action shown in the lower right of the handset display.
4	End Call button. Press the button and hold it to turn off the handset.
5	Keypad.
6	Mute button.
7	Microphone.
8	Speakerphone button. Press this button during a call to use the speakerphone.
9	Start Call button.
10	Left softkey. Press the softkey to perform the action shown in the lower left of the handset display.
11	4-way navigation keypad. Press the arrow buttons to move up, down, left, or right through menus displayed on the handset.
12	Center **Select** button.
13	Headset port.
14	Speaker.

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3 Handset Setup and Registration

Charging the Handset

STEP 1 Remove the back cover of the handset.

STEP 2 Insert the two AAA rechargeable batteries (included) into the handset. (See **Battery Warning** in "Before You Begin.")

Correct battery placement is shown on the label inside the battery compartment. If the batteries are charged, the handset turns on when the batteries are inserted. If the batteries are not charged, the handset turns on when it is placed into the charging cradle.

STEP 3 Remove the protective film from the handset and charging cradle.

STEP 4 Insert the power clip into the power adapter.

STEP 5 Plug the power adapter into the power source.

STEP 6 Connect the power adapter into the charging cradle in the port shown below.

⚠ **CAUTION** Only use the power adapter designed for use with Cisco SPA300 Series devices.

STEP 7 Place the handset into the charging cradle. The light on the charging cradle appears solid green when the handset is charging. Charge the handset for a minimum of 10 hours before using the handset for the first time to ensure that the handset is fully charged.

Registering the Handset to the Cisco SPA232D Mobility Enhanced ATA

STEP 1 Install and configure the Cisco SPA232D. See the *Cisco SPA232D Quick Start Guide* for more information.

STEP 2 On the Cisco SPA302 handset, press the **Select** button in the center of the 4-way navigation keypad.

STEP 3 Using the navigation arrows, scroll to the **Settings** icon and press the center navigation button to select it.

**STEP 4** Select **Handset Registration**.

STEP 5 Select **Register.**

STEP 6 On the Cisco SPA232D, press the **Page/Registration** button and hold it down for at least seven seconds until the green status light flashes quickly.

TIP: If you press the button for fewer than seven seconds, the green status light flashes slowly, indicating the unit is in "paging" mode and is not in registration mode. Registration will not work if the unit is in paging mode.

STEP 7 The default PIN is blank, so do not enter a PIN. Press the left softkey to confirm that you want to register the handset. The "registering" message appears.

STEP 8 To verify that the handset registered to the base station, confirm that the signal strength icon is solid (not flashing) and that the handset ID, such as Handset 1 or Handset 2, appears near the top right corner of the display screen.
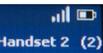
4 Using Your Cisco SPA302D

Placing a Call

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

- Enter the number on the keypad and press the green **Start Call** button. Depending on your phone system configuration, you may have to enter a digit, such as 9, before entering the number to place an external call.

- To use the speakerphone, enter the number on the keypad and press the **Speakerphone** button.

Answering or Ignoring a Call

To answer an incoming call, do one of the following tasks:

- Press the **Start Call** button.
- Press the left softkey to select **Answer**.
- Press the **Speakerphone** button to answer with the speakerphone.

To decline to answer a call, press the right softkey to select **Ignore**.

Putting a Call on Hold

To put a call on hold, press the left softkey to select **Options**. Scroll to **Hold** and press the center **Select** button. The **hold** icon and on-screen message indicates a call is on hold.

To resume the call, press the left softkey to select **Options**. Scroll to **Resume** and press the center **Select** button. The **active call** icon indicates the call is active again.

Ending a Call

To end a call, do one of the following tasks:

- Press the red **End Call** button.
- Press the right softkey to select **End Call**.

Using Call Waiting

If call waiting is enabled, while on a call, a beep tone will alert you of a second incoming call.

To answer the call, press the left softkey to select **Answer** and put the first call on hold. To ignore the call, press the right softkey to select **Ignore**.

To return to the first call, do one of the following tasks:

- Press the right softkey to select **End Call** to end the active call and return to the call on hold.
- Press the left softkey to select **Options** and choose **Swap** to place the current call on hold and return to the first call. The active call is shown at the top of the screen and is indicated by the **active call** icon.

Transferring a Call

To transfer a call:

STEP 1 Press the left softkey to select **Options**.

STEP 2 Scroll to **Transfer** and press the **Select** button.

STEP 3 Enter the number to which to transfer. The Cisco SPA302D automatically dials the number.

STEP 4 You can transfer before the called number answers, or you can wait to speak to the called number. To transfer, press the left softkey to select **Options**, scroll to **Transfer**, then press the left softkey button.

Adjusting Volume and Muting

To adjust the audio volume during a call: Press the right arrow button on the 4-way navigation keypad to increase the volume. Press the left arrow button to decrease the volume.

To adjust the ringtone volume when a call is not in progress: Press the right arrow button to increase the volume. Press the left arrow button to decrease the volume.

To turn off the ringer, continue to press the left arrow button until the message on the display and the **ringer off** icon indicate that the ringer is turned off.

To mute the handset microphone, press the **Mute** button on the handset. The mute icon appears at the top of the handset display.

Configuring Call Preferences

You can configure the following preferences:

- **Do Not Disturb**—Incoming calls do not reach your handset. (They will not display in the Received Calls list.)

- **Call Waiting**—If call waiting is enabled, while on a call, a beep tone will alert you of a second incoming call.

- **Block Caller ID**—Prevents your number from displaying on the Caller ID of numbers that you call.

- **Block Anonym Call**—Blocks incoming calls to your handset from callers who have blocked their caller ID.

NOTE Depending on how your handset is configured (connected to the IP network or the PSTN), these preferences may not be available on your handset.

To configure features such as Do Not Disturb, Call Waiting, and more:

STEP 1 Press the **Select** button to view the available preferences.

STEP 2 Scroll to **Call Settings** and press the **Select** button again.

STEP 3 Press the **Select** button to choose **Call Preferences**.

STEP 4 Press the up or down arrow button to scroll to the setting you want to configure.

STEP 5 Use the right and left arrow buttons to turn the feature on or off.

STEP 6 Press the left softkey (Save), or the center **Select** button to save your changes.

Turning the Handset On and Off

To turn the handset off and on, press and hold the **End Call** button.

NOTE Placing the handset into the cradle automatically turns the handset on, even if it has been shut off.

Accessing Additional Handset Functions

You can access additional handset functions by pressing the **Select** button. The table below lists some of these functions; for more information, see the *Cisco SPA302D Mobility Enhanced Cordless Handset User Guide,* available on Cisco.com.

	Call History	View a list of calls placed from and received by the handset. Use the left and right arrow buttons to filter calls by Incoming, Outgoing, and Missed status.
	Contacts	View lists of private and shared contacts.
	Call Settings	Configure or view call preferences, speed dials, call forwarding, and other options.
	Settings	Perform handset registration, configure network settings, choose ringtones, update handset software, perform a factory reset to restore the handset to its original settings, view handset information (such as model and software version) and view and configure other options.

5 Where to Go From Here

Support	
Cisco Small Business Support Community	www.cisco.com/go/smallbizsupport
Cisco Small Business Support and Resources	www.cisco.com/go/smallbizhelp
Cisco Small Business Firmware Downloads	www.cisco.com/go/software Select a link to download firmware for Cisco Small Business Products. No login is required.
Cisco Small Business Open Source Requests	www.cisco.com/go/smallbiz_opensource_request
Regulatory Compliance and Safety Information for the Cisco SPA302D	www.cisco.com/en/US/products/ps10998/prod_installation_guides_list.html
Product Documentation	
Cisco Small Business SPA300 Series IP Phones	www.cisco.com/go/300phones
Cisco Small Business Analog Telephone Adapters	www.cisco.com/go/smallbizvoicegateways
Cisco Small Business	
Cisco Partner Central for Small Business (Partner Login Required)	www.cisco.com/web/partners/sell/smb
Cisco Small Business Home	www.cisco.com/smb