

Allworx 9112 VoIP Phone Setup Instructions



Allworx 9112 VoIP Phone Local Setup – Allworx is DHCP Server

****NOTE****

This walkthrough is to be used in setting up an Allworx 9112 VoIP Phone on the SAME network that the Allworx is on, where the Allworx IS the DHCP server, to 1) Be able to make calls, and 2) Be assigned an extension so that it can receive calls.

- 1) Assemble the phone and plug in the power cable and plug in the Ethernet cable to the “Network” port at this time.
- 2) When the phone boots up hit the “Config” soft key.
- 3) Using the arrow keys to the right of the screen, scroll to “Network Settings” and hit the key between the two arrow keys (from here on out, we will refer to this key as select).
- 4) Scroll to “DHCP:”. Hit “Select” until it reads “Enabled”
- 5) Hit the “Exit” soft key.
- 6) Scroll to “Reboot”. Hit “Select”
- 7) Hit “Yes” to save unsaved settings and then hit yes again when asked if it is ok that the phone be rebooted.
- 8) The phone should reboot and then should come up to an “IDLE” screen.

****NOTE****

At this point the phone will be able to make calls out by dialing 9 and then the number (granted that the Allworx server has been setup to make calls). However IF you want to assign an extension number to this phone, so that others may call it, you’ll need to follow the next set of steps. These steps require access to the administrator account on the Allworx server and your Serial Number off of the bottom of your phone.

Steps 9-18 only need to be performed on NEW VoIP phones that have not previously been setup on the system.

- 9) Login to the Allworx using the admin login method through the web browser.
- 10) On the Left hand side of the browser windows click on the “Phone System” link.
- 11) Below “Phone System” you should now see a “Handsets” link. Click on it.

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- 12) Scroll down until you see a “SIP Handsets” table.
- 13) Locate the string of numbers that are the same as your serial number (****NOTE**** your serial number will have 9112 at the beginning, this will not be seen on this screen), on the bottom of your phone, in the “Handset” Column.
- 14) Click the “modify” link in that same row on the far right.
- 15) On the pull down menu marked “Owner”, click on it and select the “User” that is to be assigned this phone. (IF the user is not present, meaning not an ext 100-199, you either need to add them to the system or assign the phone an ext of 200-299).
- 16) Click “Update”. You may see a prompt, if you do click “OK”.
- 17) Scroll down to the table that is labeled “SIP Handsets”.
- 18) In the “Handset” column you should see the name of the “User” that you assigned in the “Owner” pull down menu. Click the “Reboot” link in that same row. This will reboot the phone remotely and allow the new display information to appear on the phone. All calls for that user will now go to this phone, as well as any other previously defined routes for that user’s extension.

! **IMAGE UPDATES !**

From time to time Server firmware updates will become available and may be installed on your Allworx server. When this occurs you may see a message stating that a new image has been downloaded and validated on the display as the phone boots up. This is normal, simply hit the “Yes” soft key, this will start the phone’s flash process.

*****WARNING*****

Powering down the phone or losing power during the flash process will render the phone inoperable and will require it being sent back to the factory for reprogramming!

If you have any questions after reading through this document and require assistance, please e-mail support@cityvoice.biz, with your name; contact information; a detailed explanation of your problem, and someone will get back to you as soon as possible.