

# Switchvox® Quick Start Guide



Follow these instructions to install Switchvox and make your first call!

## 1. Set up the Appliance

To set up your Switchvox Appliance, please follow the instructions on the other side of this page.

## 2. Configure the Network for Switchvox

When the LCD Panel displays, press any key, Switchvox is ready to be configured.

For details, see

[www.digium.com/switchvox\\_networking](http://www.digium.com/switchvox_networking)

Press any key to display the Basic Server Functions. Using the arrow keys, select **Configure Network**, then press the green checkmark key (**Enter**). Select **Set DHCP/Static**, then **Enter**. Select **Static**, then **Enter**. Select **Change IP Address**, then use the Up/Down arrows to set the IP Address assigned by your network administrator. When the IP Address is correct, press **Enter**. Do the same for the Subnet Mask, Gateway, and DNS Server. Once your network information is correct, select **Save Net Settings**, then **Enter**. Select **View System Info**, then **Enter**. Write down the URL that is displayed:

Switchvox Admin Suite URL:

## 3. Log into the Admin Suite

On a computer that is on the same network, open a web browser and go to the URL from Step 2. Enter the main administrator's user name and password:

Default username: admin

Default password: admin

For the security of your Switchvox PBX, you should change the password using **Machine Admin > Manage Admins**.

## 4. Register Your Switchvox PBX

In the Admin Suite, select **Machine Admin > Product Registration**. Enter your contact information and Registration Code. Your Registration Code is located on the Switchvox CD-ROM case included with your Switchvox Appliance. Please enter the 16-character Code as four characters in each of four fields. (The contact information you provide is useful if you need to call on our technical support services). Click **Submit**, and your Switchvox PBX is registered with Digium's registration management system.

## 5. Check for Software Updates

In the Admin Suite, select **Machine Admin > Updates**. If the page says that no updates are available, then you already have the newest version of the software.

If there is an update listed on the page, click the **Apply This Update** button. The update is applied and the system is restarted. Once you see the message *Successfully restarted your PBX software*, you can go on to the next step.

## 6. Create a SIP Phone Extension

If you purchased Switchvox with preconfigured SIP phones, then go on to the next step. If you purchased telephones separately, then you need to create a *SIP Phone* extension so that you can make calls.

In the Admin Suite, select **Extensions > Manage Extensions**. Click **Create a New Extension**. On the resulting page, choose *SIP Phone* or *SIP Adapter for Analog Telephones (ATA)* for the Extension Type, and *Default* for the Extension Template.

Click **Create a New Extension** again. On the resulting page, enter the basic information for an extension: extension number, first and last name, e-mail address, and numeric password. Write down the new extension number and password here for future reference, and then click **Save Extension Settings**.

Extension: \_\_\_\_\_

Extension Password: \_\_\_\_\_

You can set the length of your Switchvox extensions using **Extensions > Extension Settings**.

## 7. Configure a SIP Telephone

If you purchased preconfigured SIP phones with Switchvox, then you need to set up one of the phones so that you can make calls. Connect the Ethernet cable to the phone and to your network. Then connect the power cable to the phone and a power outlet.

If you did not purchase your phones preconfigured with Switchvox, you can use Phone Feature Packs to configure your phones. If you choose not to use Phone Feature Packs, please refer to the documentation for your telephones.

For details, see

[www.switchvox.com/phone\\_provisioning](http://www.switchvox.com/phone_provisioning)

Once your phone is set up, check to see if it successfully contacted Switchvox: Select **Diagnostics > System Status**, and check the **SIP Phones** section. If your extension and phone are displayed in green, then your phone is ready to call Switchvox.

## 8. Make a Call

Pick up the handset of your phone and dial 800. This default extension rings a default Interactive Voice Response (IVR) menu. The call should connect and you should hear a recorded voice say "Congratulations, Switchvox has been configured properly."

**Before you begin using your Switchvox PBX to make and receive calls**, it's important that you check for the latest software update (Step 5 of these instructions). You don't want to miss any of the excellent feature updates that make your Switchvox better, faster, and stronger! To go directly to the Updates page in the Switchvox Admin Tool Suite, select **Machine Admin > Updates**.

## Check out Switchvox Product Addons

Product Addons improve and extend the power of your Switchvox PBX. They offer new features, boost the power of Switchvox, fine-tune the quality of your calls, and connect Switchvox with your favorite everyday desktop applications.

Check out our web site to find out what's available: [www.switchvox.com/product\\_addons](http://www.switchvox.com/product_addons)

Switchvox Administrator Manual:  
[www.digium.com/switchvox\\_manual](http://www.digium.com/switchvox_manual)