CyberData

The IP Endpoint Company

VoIP Ceiling Speaker

Vocalcity Provisioning Guide

Procedure

1. Log into your account at **http://my.vocalocity.com**.

2. Click the **Extensions** link on the left side of the page.

3. Click on the extension you would like to assign your phone to.

4. Scroll to the bottom of the page and click on the arrow on the **Devices** bar. Keep this web page open because you will need to know the device profile information.

5. Open your ceiling speaker's web interface by typing its IP address into your browser. If you do not know your device's IP address, then complete the following steps:

   a. Make sure that your device is plugged into your network and powered on (this device must be plugged into power over ethernet).

   b. Press and hold the RTFM button on the device until it beeps.

   c. You will hear the IP address spoken to you by the device.

   ⚠️ **GENERAL ALERT**

   Caution
   Holding the RTFM button for more than 20 seconds will restore the device to factory defaults.

6. When prompted, type in the username and password to get to the configuration page (the default username and password are both **admin**).

7. You will now be on the device's **SIP Configuration** page. Enter your registrar/proxy address, SIP ID, and SIP password as shown in Figure 1.

Figure 1. SIP Configuration Page

Note   In Figure 1, the domain information is formatted like the following:

sip-XXXXX.accounts.vocalocity.com

The **XXXXX** represents your five-digit Vocalocity account number. This will also be listed above your **SIP ID** in the **Device Profile** section of the Vocalocity web portal.

For example, if your account number was **20202** you would use the following:

sip-20202.accounts.vocalocity.com

Again, this is your account number and not your phone number, extension number, or anything else.

8. Click **Save**.

9. Click **Reboot**.

10. Once the device has rebooted itself, you will now be ready to use your VoIP Ceiling Speaker.