

# Set up the Phone

This page describes the steps to be followed by all the users that are installing their phone terminal for the first time.

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## Install phone

Plug in the power cord, the network cable, and the headset cord. Power up your phone. For more information on the physical installation steps, check the phone terminal's user's guide provided by the vendor.

If you are using a softphone, make sure that your PC is connected to the network.

## Set up phone manually

Phone configuration varies according to your phone's brand and model, but here are the main settings that are usually required.

1. Access the phone web interface from a web browser. The address of the web interface depends on the phone model.
2. Fill in the UserID, i.e. the extended number of the extension.
3. Fill in the Domain. In your phone configuration menu there should be an option to define a SIP Server IP, SIP Registrar or SIP Domain value.
4. For SIP Authentication, set your SIP User ID or similar and set SIP Password or similar.
5. Confirm the settings by reloading or rebooting your phone.

For additional assistance, refer to the [Knowledge Base area](#) where you will find setup instructions for some of the VoIP phones supported by VoipNow.

## Set up phone through provisioning

This section describes the procedure that has to be followed when setting up a phone terminal to be used with the VoipNow phone provisioning module.

On fresh install, the Provisioning global IP is not set. To be able to provision an extension, you need to [set the provisioning preferences](#).

## Configure phone provisioning parameters

Access the phone web interface from a web browser. The address of the web interface depends on the phone model.

You are usually asked to provide the phone's default admin username and password.

Then you need to locate the **Config Server Path** field or similar and fill it with the provisioning link provided by your administrator or obtained by yourself [following the steps below](#).

Please note that these instructions are general. You should search for your phone's specific guide in the [Knowledge Base](#) area.

## Obtain provisioning link

If your administrator lets you provide the link for the phone yourself:

1. Log in to the VoipNow web interface with your administrator or your user account.
2. After choosing the extension for which you want to configure provisioning, click the **Provisioning and SIP** icon available in the **Telephony** section.
3. Select the **Use provisioning** option from the **Provisioning** fieldset so that the phone device associated with the extension gets all its setup parameters from the provisioning server. Otherwise, the extension owner has to set them manually.
4. Fill in the required fields grouped into the remaining fieldsets:
  - Device Information
  - Device Settings
  - SIP Preferences
  - Extension Virtualization
5. Click **OK** to save the data. The provisioning link will be displayed at the top of the screen.
6. Access the phone web interface from a web browser. The address of the web interface depends on the phone model.

Related topics

[Phone terminal provisioning](#)