Grandstream GXP1610, GXP1615, GXP1620, GXP1625, GXP1628 or GXP1630 phones configuration for our service

These are the configuration steps required to register a Grandstream GXP1610, GXP1615, GXP1620, GXP1625, GXP1628 or GXP1630 phones to our service:

Connect the phone power adapter and your network cable to the LAN port on the back of the phone (Don't connect to the PC port, as this is to connect a PC to your network sharing the same cable) and let it boot. If you have a Power over Ethernet (PoE) phone like GXP1615, GXP1625, GXP1628 or GXP1630 connected to a Power over Ethernet switch, you just need to plug your network cable to the LAN port on the back of the phone. (No need to plug the Power Adapter).

- Press the first of the 3 buttons below the phone screen (Left to right, labeled "NextScr" on the screen).
- Take note of the IP Address that appear in the phone screen. That will be the address you will use to access the phone configuration menu.
- If for example, the IP Address on previous step was 192.168.1.100, to access the phone configuration menu you will open an Internet Browser (Like Internet Explorer, Chrome or Edge) and you will navigate to http://192.168.1.100.

Login with Username: admin, Password: admin and Language: English (This Language option may not appear as it depends on your phone current firmware version). The phone may ask you to change that default password. We recommend keeping that password in a safe and secure place. You will need it later to make changes to the phone configuration.

If the screen appears in a language different to English, click on the Language field on the top right of the screen and select "English".

For each of the sections below, click on "Save" before moving to a different section/screen or you will lose the changes.

- **Accounts**
  - **Account 1**
    - **General Settings**
      - **Account Active: Yes**
      - **Account name: Will appear in phone display, usually the Extension number**
      - **SIP Server: *xyyy*.pbxonthecloud.com:*port***
        - **Where xyyy is your company code and port is provided by us, usually 5060. If port is 5060, you don't need to type it, so you just need to enter xyyy.pbxonthecloud.com**
      - **SIP User ID: Extension number**
      - **Authenticate ID: Extension number**
      - **Authenticate Password: Extension password**
      - **Name: Your name or extension name. This is what will be displayed on the screen of the extensions you call.**
      - **Voice Mail Access Number: *97**
    - **Network Settings**
      - **NAT Traversal: Keep-Alive**
    - **SIP Settings**
      - **Basic Settings**
        - **Register Expiration: 5**

- o SUBSCRIBE for MWI: Yes
  - ▪ **Call Settings**
    - • **Allow Auto Answer by Call-Info: Yes**
- • **Maintenance**
  - o **Upgrade and Provisioning**
    - ▪ **Automatic Upgrade: Yes, check for upgrade every week**
    - ▪ **Randomized Automatic Upgrade: Yes**
    - ▪ **Firmware Upgrade via: HTTP**
    - ▪ **Firmware Server path: firmware.grandstream.com**
  - o **Language**
    - ▪ **Display Language: Select desired language on the phone (English, Español)**

Click on "Save and Apply"
You can check if the extension is properly registered in our system by looking for a green handset button on the

top left part of the screen: **, or by looking at the STATUS screen and look for a green YES block under SIP**

SIP Registration

YES

Registration: