IP Centrex **Self Installation** Cisco Digital KEM SPA 500DS

1. Confirm the **E911 ADDRESS INFORMATION** for the location of your IP Centrex equipment:
   - Go to [www.coxbusiness.com](http://www.coxbusiness.com)
   - Click on **Sign in MyAccount**
   - Enter your MyAccount login credentials
   - Click **Manage E911 Information**

   **IMPORTANT:** The E911 address information **must be updated** whenever the phone is moved to a new location. **Affix the E911 decal** (included) so users can view this information.

2. Turn both the **Cisco phone** and **Cisco Key Expansion Module (KEM)** face down on a flat surface.

3. Locate and align the holes that the attachment arm will screw into.

4. Tighten the attachment arm into place. Note the pegs on the attachment arm will also align and fit into place.

5. Insert the auxiliary cable between the **AUX** port on the phone, and the **AUX IN** port on the Key Expansion Module.

6. Power up the phone, which will then power up the Key Expansion Module.

To access quick reference and user guides, visit [www.coxbusiness.com/starthere](http://www.coxbusiness.com/starthere) and select your phone make and model.

For Customer Support contact 1-866-272-5777