

The CudaTel Communications server is a simple, affordable, and fully featured VoIP telephone system. Using this system, you can control the VoIP telephones in your business while adding value through easily configured voice mail, automated phone menu systems, incoming call queues, conferences and much more.

1 Getting Started

This guide provides you with setup instructions for the CudaTel Communications Server. We recommend reading these instructions fully before starting the setup. To begin setting up your CudaTel Communications Server, you will need the following:

- CudaTel Communications Server, AC power cord, phone cables (included)
- Ethernet cables
- VGA monitor, PS2 keyboard (recommended)

2 Physical Installation

To install the CudaTel Communications Server:

1. Fasten the CudaTel Communications Server to a 19-inch rack or place it in a stable location.
2. Connect an Ethernet cable from your network switch to the LAN port on the front of the CudaTel Communications Server.
3. Connect a VGA Monitor, PS2 Keyboard, and AC power cord to the unit. Press the POWER button on the front panel to turn the unit on. See Chapter 6 of the Administrator's Guide for instructions on connecting telephone lines to your CudaTel Communications Server



3 Configure IP Address and Network Settings

If you have a monitor connected, the CudaTel Communications Server will display the Boot Menu initially, and the Administrative Console login prompt once fully booted. To begin the configuration:

1. Login to the Administrative Console using the admin login:
Login: admin
Password: admin
2. Configure the **IP Address, Subnet Mask, Default Gateway, Primary DNS Server** and **Secondary DNS Server** as appropriate for your network.
3. Save your changes.

If you do not have a monitor and keyboard and want to set the IP address for the CudaTel Communications Server using the RESET button on the front panel, press and hold the RESET button per the following table:

| IP address | Press and hold RESET for... |
|-----------------|-----------------------------|
| 192.168.200.200 | 5 seconds |
| 192.168.1.200 | 8 seconds |
| 10.1.1.200 | 12 seconds |

4 Open Firewall Ports

If your CudaTel Communications Server is located behind a corporate firewall, open the following ports on your firewall to ensure proper operation.

| Port | Direction | TCP | UDP | Usage |
|----------------------|-----------|-----|-----|-----------------------------------------------|
| 22 | In/Out | Yes | No | Remote diagnostics and service (recommended)* |
| 53 | Out | Yes | Yes | Domain Name Service (DNS) |
| 80 | In/Out | Yes | No | Firmware and documentation updates |
| 123 | In/Out | No | Yes | Network Time Protocol (NTP) |
| 5060-5070 (In/Out) | | Yes | Yes | SIP ports (soft phones, providers) |
| 7838 | In/Out | Yes | No | Web Sockets |
| 16384-32768 (In/Out) | | No | Yes | RTP ports |

*Access via Port 22 is required only if Technical Support is requested.

5 Verify and Configure Access from the Web Interface

Use a computer with a Web browser that is connected to the same network as the CudaTel Communications Server and follow these steps:

1. In the browser address bar, enter http:// followed by the IP address of the CudaTel Communications Server. For example, if you configured an IP address of 192.168.200.200, you would enter the following:
<http://192.168.200.200>
2. Log in to the CudaTel Communications Server Web interface as the administrator:
Username: admin **Password:** 0000 (four zeroes)
3. On the **Configuration** → **Network** page and perform the following:
 - Verify the values for **IP Address, Subnet Mask, and Gateway** for the LAN interface.
 - Check **Enabled** under WAN Interface only if you have a dedicated WAN connection. Enter values for **IP Address, Subnet Mask, and Gateway.**
 - Check **Behind NAT Router** if you have NAT. Click **Auto-Detect** or manually input the external IP Address.
 - Verify the values for **Primary DNS** and **Secondary DNS** Servers.
 - Enter the proxy server settings if you have a proxy server.
4. Click **Apply Network Settings** to save all of the information.
5. Click **Mail/SMTP Settings**. Enter a valid sender email address for your domain. Other fields are optional unless you have non-standard SMTP server settings or you require authentication on your mail server. Click **Apply SMTP Settings**.

6 Update the Firmware

NOTE: It is important to update the system firmware prior to adding phones.

1. Go to **Configuration**→**Updates** to check for the latest firmware updates. If there is none available, skip to Step 7.
2. Press **Start Download**. The download progress is displayed next to the **Cancel Download** button. When the download is complete, the **Install** and **Delete** buttons are displayed.
3. Click the **Install** button to apply the firmware. Or, if you wish to abort the update, click **Delete** to remove the downloaded firmware. To avoid damaging the unit, do NOT power off during an update.
4. After applying the firmware, the system will automatically reboot. Make sure to read the Release Notes to learn about enhancements and new features. It is also good practice to verify settings, as new features may have been included with the firmware update.

7 Change the Administrator Password and Set Time Zone

To avoid unauthorized use, we recommend you change the default administrator password to a more secure password. You can only change the administrator password for the Web interface. You cannot change the password for the Administrative Console, but this is only accessible via the keyboard which you can disconnect at any time.

1. Go to **Configuration**→**System**
2. Scroll down to **Change Administrator Password**, enter new password, and click **Change Password**
3. If desired, add recipients for system events (requires SMTP settings to be set).
4. Scroll up to **System Time Zone**, select your time zone and then click **Change**. *The system will restart immediately.*

8 Product Activation

Verify that your Energize Updates subscription is activated on your CudaTel Communications Server by going to the **System Dashboard** page. Look under **Updates and Support** for a link that says *This product is not activated. Click to activate*. Click the link and follow the instructions.

9 Synchronize Active Directory (optional)

1. Go to **Configuration**→**Active Directory** and click **Select Server**.
2. Select an OU (Organizational Unit) to synch to and click **Apply Synchronizing Source Changes**.
3. Wait for a moment, and then click **Synchronize Now**.

10 Add Phones

The CudaTel Communications Server can automatically provision (configure) Polycom, Snom, and Cisco VoIP phones. The following steps are for Polycom phones. See Chapter 4 of the Administrator's Guide for instructions on Snom and Cisco phones. Repeat the following steps for each phone.

1. Connect a phone to the network, making sure that it has an IP address (or gets one from DHCP) and then set the server address to:
<http://x.x.x.x/provision>
where x.x.x.x is the IP address of your CudaTel Communications Server. When the phone reboots, it will be provisioned.
2. Go to **Extensions**→**Unassigned Phones** to see all unassigned phones. Unassigned phones are automatically given an extension number.

11 Add Users

1. Go to **Extensions** and click on **Add New Person...**
 2. Enter **First Name**, **Last Name**, and **4-digit PIN**.
 3. Associate an extension to the person in one of two ways. The recommended method is **Select By Choosing A Phone**. This will produce a list of all unassigned phones containing the extension number, the manufacturer and the MAC address for all physical phones (the MAC address is usually found on a sticker on the bottom of the phone).
 4. Select the desired phone, and then click **Add**. The phone will reboot to complete the assignment.
 5. Verify phone functionality by dialing ***98** from the newly-assigned phone. If the voicemail system answers, then the phone has been set up correctly.
 6. Hang up.
 7. Repeat steps 2 through 6 for each user.
- Users will be able to configure their own voicemail using the PIN you supply to them.

For additional support and documentation, including an Administrator's Guide, visit <http://www.cudatel.com/support> or call 1-408-342-5300.