

Configure User Account Settings on SPA100 Series Phone Adapters

Objective

The administrator-level account and the user-level account are the two user accounts available for SPA100 Series Phone Adapters. The *User List* page is used to manage the two accounts. The two accounts are designed in such a way that not every user has access to all features of the device. Therefore, the user-level account has access to modify a limited set of features, while the administrator-level account has access to configure all the features of the device.

The objective of this article is to explain how to configure the two user account settings on the SPA100 Series Phone Adapters.

Applicable Devices

- SPA100 Series Phone Adapters

Software Version

- v1.1.0

Configure User Accounts

Administrator-level Account


Step 1. Log in to the web configuration utility and choose **Administration > Management > User List**. The *User List* page opens:



User List		
Username	Level	
admin	Admin	
cisco	User	

Step 2. In the *User List* table, click the pencil icon to update the Admin account. The *User Account* page opens.



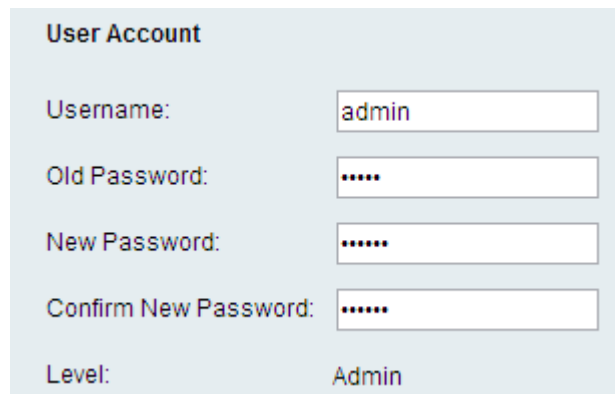
User List		
Username	Level	
admin	Admin	
cisco	User	

Step 3. (Optional) The username is already defined for the account. Enter a username if you wish to change the existing one in the *Username* field.

Step 4. Enter the existing password in the *Old Password* field. The default administrator password is admin.

Step 5. Enter the desired password that you want to use with this account in the *New Password* field. It is recommended not to use the old password again. The range is up to 32 characters.

Step 6. Re-enter the new password again to verify that the password matches in the *Confirm New Password* field.



The image shows a 'User Account' form with the following fields and values:

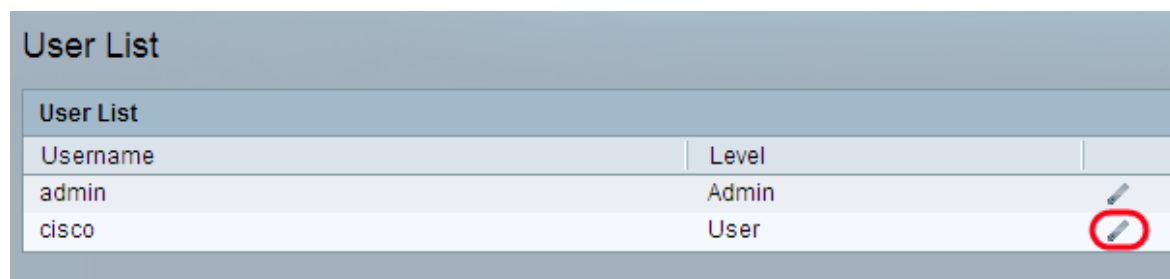
Username:	admin
Old Password:
New Password:
Confirm New Password:
Level:	Admin

Note: The *Level* of the account is predetermined from the type of account.


Step 7. Click **Submit** to save the settings or click **Cancel** to abort.

User-level Account

Step 1. In the User List table, click the pencil icon to update the User account. The User Account page opens up.



The image shows a 'User List' table with two rows of user data. The first row has 'admin' as the username and 'Admin' as the level. The second row has 'cisco' as the username and 'User' as the level. A pencil icon is visible in the rightmost column of the second row, circled in red.

User List		
Username	Level	
admin	Admin	
cisco	User	

Step 2. (Optional) The username is already defined for the account. Enter a username if you wish to change the existing one in the *Username* field.

Step 3. Enter the desired password that you want to use with this account in the *New Password* field. It is recommended not to use the old password again. The range is up to 32 characters.

Step 4. Re-enter the new password again to verify that the password matches in the *Confirm New Password* field.

User Account

Username:

cisco

New Password:

Confirm New Password:

Level:

User

Note: The *Level* of the account is predetermined from the type of account.

Step 5. Click **Submit** to save the settings or click **Cancel** to abort.