1. Connect a LAN cable directly from you PC to the "last" port of your SG-350-xx Ethernet switch.
   For example, if you have a SG350-28. Connect to the G28 port.

2. Login into the Cisco SG-350 per the instructions shown here. You may refer to the Cisco user manual as well.

Accessing and Managing Your Switch

Use the Web-Based Interface

To access the switch by using the web-based interface, you must know the IP address the switch is using. The switch uses the factory default IP address of **192.168.1.254** by default.

When the switch is using the factory default IP address, the System LED flashes continuously. When the switch is using a DHCP server-assigned IP address or an administrator has configured a static IP address, the System LED is on solid (DHCP is enabled by default).

NOTE If you are managing the switch through a network connection and the switch IP address is changed, either by a DHCP server or manually, your access to the switch will be lost. You must enter the new IP address the switch is using into your browser to use the *web-based interface*. If you are managing the switch through a console port connection, the link is retained.

To configure the switch through an IP network:

Octava Inc.-7078 Peachtree Ind. Blvd Suite 300
Peachtree Corners, Ga. 30071
Tel 770.825.0388
www.octavainc.com

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Step 1 Power on the computer and the switch.

Step 2 Set the IP configuration on your computer.

    a. If the switch is using the factory default IP address of 192.168.1.254, you must chose an IP address for the computer in the range of 192.168.1.1—192.168.1.253 that is not already in use.

    b. If the IP addresses is assigned by a DHCP server, make sure the DHCP server is running and can be reached from the switch and the computer. It might be necessary to disconnect and reconnect the devices for them to discover their new IP addresses from the DHCP server.

Note Details on how to change the IP address on your computer depend upon the type of architecture and operating system you are using. Use the computer Help and Support functionality to search for "IP Addressing."

Step 3 Open a Web browser window. If you are prompted to install an Active-X plug-in when connecting to the device, follow the prompts to accept the plug-in.

Step 4 Enter the switch IP address in the address bar and press **Enter**. For example, **http://192.168.1.254**.

The *Switch Login Page* displays.

Step 5 Enter the default login information:

- Username is **cisco**
- Default password is **cisco** (passwords are case sensitive)
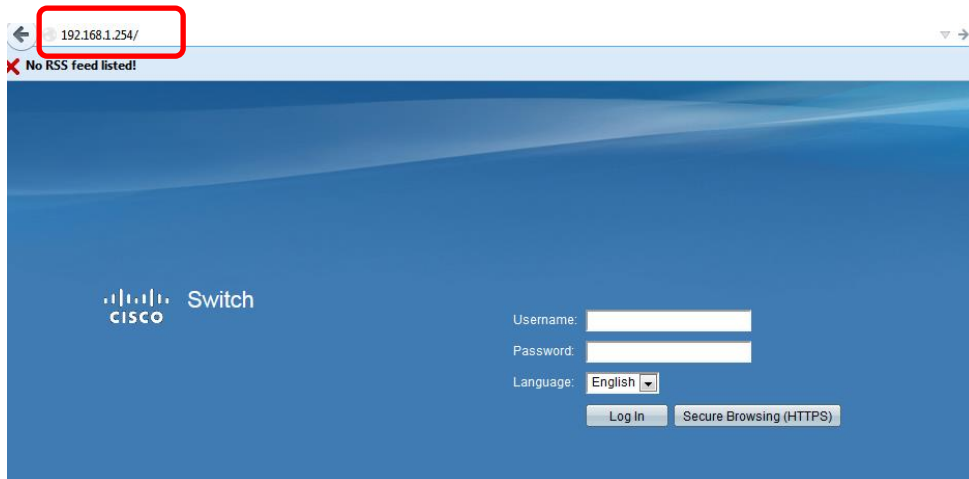
Step 6 If this is the first time that you have logged on with the default username and password, the *Change Password Page* opens. The rules for constructing a new login and password are displayed on the page. Enter a new administrator password and click **Apply**.

⚠ **Caution** Make sure that any configuration changes made are saved to the Startup configuration before exiting from the web-based interface by clicking on the **Save** icon. Exiting before you save your configuration will result in all current changes being lost the next time the switch is rebooted.
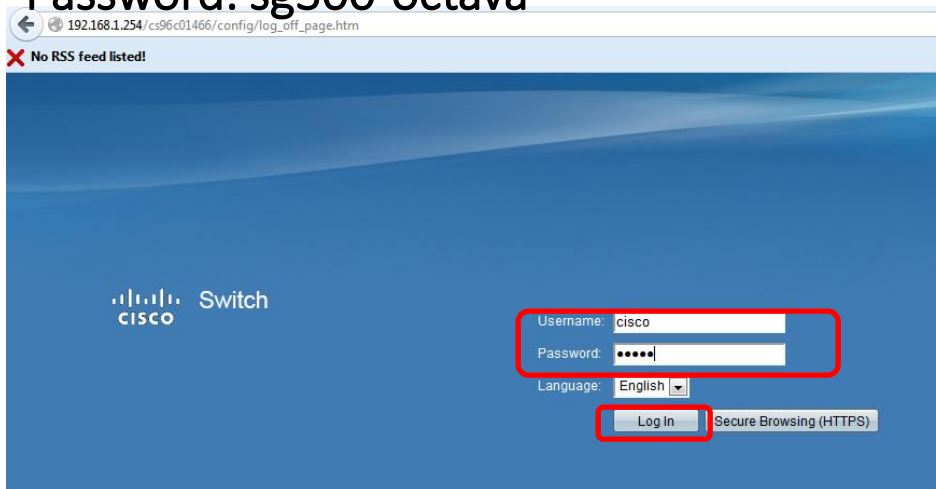
3. Enter 192.168.1.254 in your browser. OR if the Cisco SG300 switch is connected to wireless router, enter the assigned IP of the Cisco SG300

4. Enter the default credentials: and Login

Login: cisco
Password: sg300-octava

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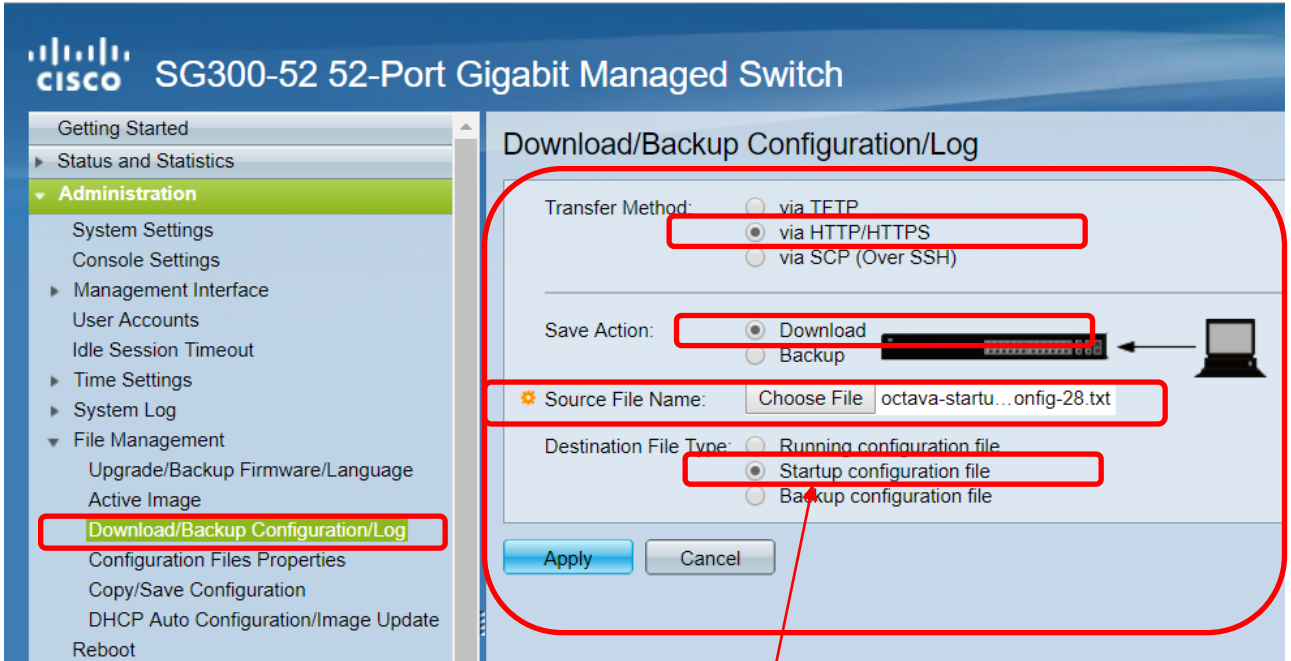All trademarks are the sole property of their respective companies.

6. Update Configuration File
   6.1 Select Administration Menu
   6.2 Select File Management
   6.3 Select Download/Backup Configuration/log

7 . Transfer Method: via HTTP/HTTPS
   7.1 Source File Name: "load as instructed by Octava"
   7.2 Save Action: Download
   7.3 Destination File Type: Startup configuration file

8. APPLY

9. Reboot

9.1 Select Administration

9.2 Select Reboot. Wait until unit completes processing the data. Done.

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