



Log in to a Lync Phone While "Hoteling"

"Hoteling" (also called office hoteling) is the practice of providing office space to employees on an asneeded basis. In these situations, there are two ways of setting up a Lync VoIP phone:

- Basic Set-Up (Page 2)
 - If you simply want to make or receive calls, you can set the phone up in "Basic" mode.
 Setting the phone up this way means there is no USB connection from the phone to the computer. Note: You will lose the following features:
 - Individual Voicemail listings on phone
 - Calendar access on phone
 - Join Conference from phone
 - Lync Call logs (missed, outgoing, outgoing)
 - "Better Together" (Lync computer client and Polycom CX600 work as a single unit)
- Enhanced Set-Up (Recommended Page 5)
 - o If you would like to have all of the Lync features available to you, then you will need to set up the phone in "Enhanced" mode. USB connection is required for enhanced mode.

BEST PRACTICE

Be sure to sign out of the phone when you leave your workstation for the day. To do so:

- 1. From the Home Screen, press the **Menu Key**, then select **Switch User**.
- When asked, "Do you want to sign out the current user and sign in a different user?" select Yes.



Basic Set-Up

To proceed with Basic Set-Up, you will need to confirm that the power and two network cables are connected as follows:

- One network cable from LAN port on phone to network wall jack
- One network cable from PC port on phone to network port on computer
- The power must be connected or you will be unable to use the phone or computer

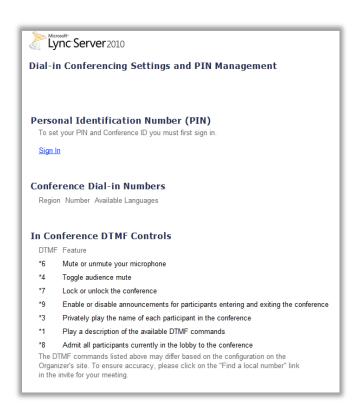
The CX600 phone automatically detects the Lync 2010 client and which cables are connected. The LCD screen on the phone will provide the user with step-by-step instructions, however the user must **first create a Dial-In Conferencing PIN**. The following section provides instructions for:

- 1) Creating the Dial-In Conferencing PIN
- 2) Setting up the phone in Basic Mode

Note: If the phone has been LOCKED by another user, please follow instructions to **Reset the Phone** (Page 9) before proceeding with Step 2.

1. Create Dial-In Conferencing PIN

- a. On your computer, go to https://dialin.loyola.edu
- b. Click on **Sign In**.





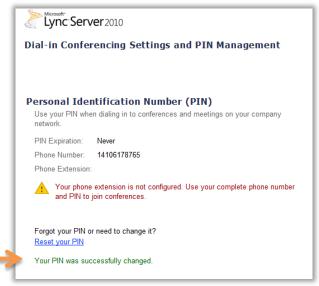
c. Enter your username as AD\username and your password. Click Sign In.



d. Create your Dial-in Conferencing PIN, by entering a new PIN twice. Then click OK.



e. You should see the following screen indicating that the PIN set up was successful.



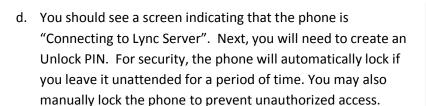


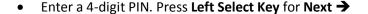
2. Set Up the Phone in Basic Mode

a. On the phone, you should see the following screen. Press the Right Select Key for Skip.

b. Enter your phone extension. Press Left Select Key for Next.

c. Enter the conferencing PIN you just created. Press **Left Select** Key for Sign in.



















f. Once you see this screen, you may begin using your phone.Press Right Select Key for Done to start using your phone.



Best Practice

Be sure to sign out of the phone when you leave your workstation for the day. To do so:

- From the Home Screen, press the Menu Key, then select Switch User.
- When asked, "Do you want to sign out the current user and sign in a different user?" select Yes.

Enhanced Set-Up

The following instructions will help you set up the Polycom CX600 phone and allow your phone to work in conjunction with Lync on your computer. Once complete, you will be able to access voice mails, detailed call logs, Outlook calendar information, and join conference calls directly from your phone.

The LCD screen on the CX600 phone also provides the user with step-by-step instructions. It automatically detects the Lync 2010 client and which cables are connected. The following section will detail these steps.

To begin set-up, confirm that the power and two network cables are connected as follows:

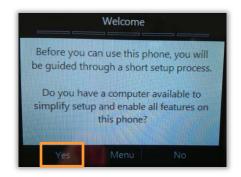
- Your existing network cable from LAN port on phone to network wall jack
- One new network cable from PC port on phone to network port on computer
- The power must be connected or you will be unable to use the phone or computer.
- ⇒ If not already connected, you should also be provided with a **USB cable** in order to integrate the phone with the computer.

Note: If the phone has been LOCKED by another user, please follow instructions to **Reset the Phone (Page 9)** before proceeding with the Enhanced Set-Up.



Set Up the Phone in Enhanced Mode

a. Once the phone is connected to a power source, the LCD screen will display set-up instructions. If the USB cable is not connected to the phone, it will prompt you to use a computer for simpler set up. Press the **Left Select Key** for **Yes.**



b. You will be prompted to sign on to Lync on your computer.



- c. On the computer, the Lync pop-up window will appear, prompting you to enter your AD logon information. Your user name will auto-populate. Enter your password, then click **OK.**
 - → If this fails, enter your email address in the user name field (in place of AD\username).



- d. Connect the USB cable from the USB port on the phone to a USB port on the computer.
- e. Next, you should see the "Signing in..." screen. The sign-in process may take 2-3 minutes.





- f. Next, you will need to create a phone Unlock PIN. For security, the phone will automatically lock if you leave it unattended for a period of time. You may also manually lock the phone to prevent unauthorized access.
 - Enter a 4-digit phone unlock PIN. Then press the Left Select Key for Next.



g. Re-enter the new PIN. Then press the **Left Select Key** for **Done**.



h. Customize settings on your phone by pressing the **Left Select Key** for **Next**.



i. Select Time Zone using the **Up & Down Arrow Keys**, then press the **Left Select Key** for **Next**.





j. Select the Date Format you prefer using the Up & Down Arrow
 Keys , then press the Left Select Key for Next.



k. Select the Time Format you prefer using the **Up & Down Arrow Keys**, then press the **Left Select Key** for **Next**.



I. Select preferred Ring Tone using the **Up & Down Arrow Keys** Press the **Right Select Key** for **Play** to hear the ringtone. Press the **Left Select Key** for **Next** when done.



m. Press the **Left Select Key** for **Done** to begin using your phone (or select **Settings** to further customize your phone).





Reset the Phone

It is ONLY necessary to reset the Lync phone if the last user did not sign out. If the phone is locked, you will see displayed on the LCD screen.

- 1. Press the **Left Select Key** for **Unlock**.
- 2. Enter '1111', then press the **Left Select Key** for **Done**. Repeat this step until you see the 'Signing Out...' status on the screen.
- 3. Proceed with Setting Up the Phone in either Basic or Enhanced Mode.