

Polycom CX600 IP Phone



Phone and Personal Identification Number (PIN) Set-Up

This guide provides instructions for setting up the Polycom CX600 phone and for creating the PINs you will need to use the phone. The phone will only need to be set up one time. Technology Services will be assisting with the set-up, so this guide provides information that you may not need, unless you are setting up your own phone. You will, however, be required to create Personal Identification Numbers (PINs) in order to fully utilize all features of the phone. This guide will show you how to create or change the following PINs:

- Unlock PIN (to prevent unauthorized use and access to your information)
 - The Unlock PIN is created during set-up. Refer to Set Up the Phone section (below)
 - o To change the Unlock PIN, refer to **Set Up/Change PINs** section (below)
- Voice Mail PIN (to access voice mail)
 - Refer to Set Up/Change PINs section (below)

For instructions on how to use the phone after the phone and PINs are set up, please refer to the *Lync Phone User Guide*.



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Set Up the Phone

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, Technology Services will connect the power and two network cables as follows:

- a. Your existing network cable from LAN port on phone to network wall jack
- b. One new network cable from PC port on phone to network port on computer
- c. 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.
- 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.



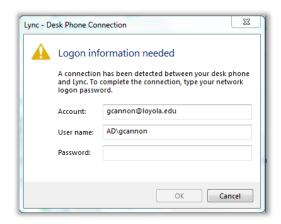
2. You will be prompted to sign on to Lync on your computer.





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- 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).



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



Enter a 4-digit phone unlock PIN. Then press the Left Select Key for Next.



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



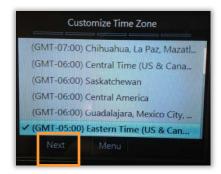


Set Up Lync™ Phone & PINs Polycom CX600 IP Phone

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



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



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



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





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12. 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.



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





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Set Up/Change PINs

This section will show you how to create or change the following PINs:

- Unlock PIN (to prevent unauthorized use and access to your information)
- Voice Mail PIN (for access to voice mail)
- ⇒ If you forget either PIN, please call the Help Desk at x**5555** to reset it.

Unlock PIN

1. Set Up Unlock PIN

The Unlock PIN is created during the Phone Set Up process. Please refer to the **Set Up the Phone** section above to create this PIN.

2. Change Unlock PIN

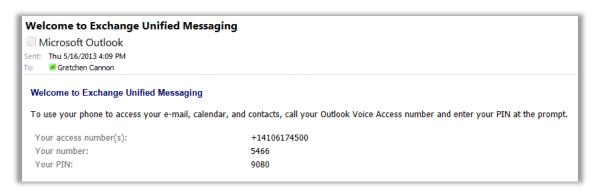
From the Home Screen, press the Menu Key, then using the Up & Down Arrow Keys, press Settings then the Left Select Key for Select. Using the Up & Down Arrow Keys, press Phone-Unlock PIN, then the Left Select Key for Select.

Voice Mail PIN

1. Set Up Voice Mail PIN

Before you can use voice mail, you will need to establish a Voice Mail PIN. To do this, you will need to refer to the email you received from Unified Messaging (see example below). Once you have found the email, please note the temporary PIN provided in the email and do the following:

Dial x4500 and enter the temporary PIN you received in an email from Unified Messaging.



b. You will be prompted to reset your password.

2. Change Voice Mail PIN

To change your voice mail PIN:

- a. Dial x4500 and when prompted, enter your current voice mail PIN followed by #.
- b. Say "Personal Options."
- c. Press 3, enter the new PIN followed by #.