

# Setting Up Polycom Conference Phone

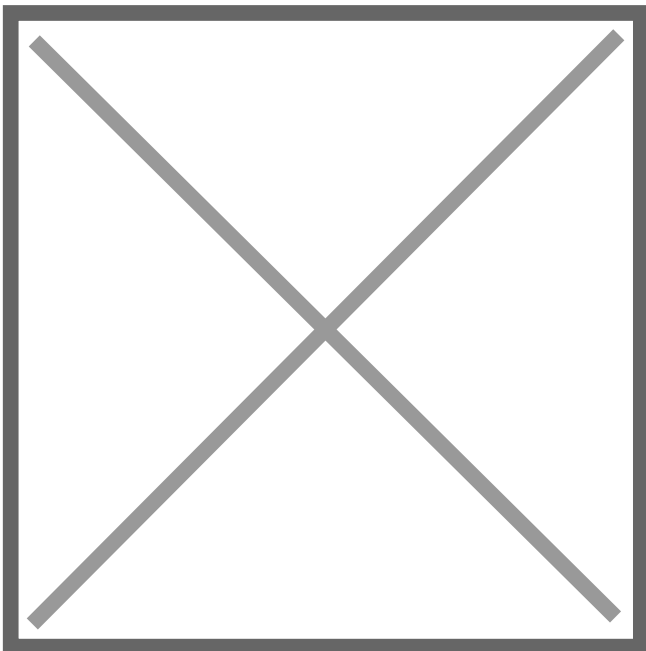
## Overview

Polycom phones do not, by default, automatically provision with your AMS provided PBXact system. Due to the limited functionality of the phones, it is suggested to manually set the device up. You can do this by going through the following steps:

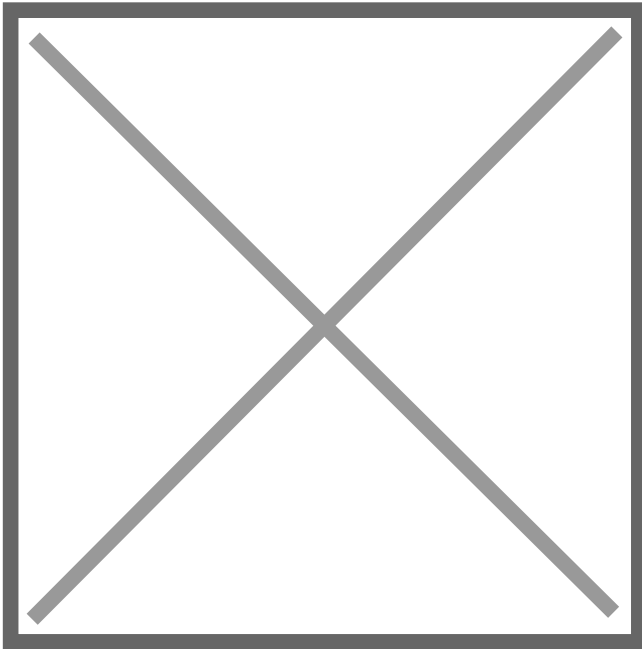
## Get the IP address of the device

Once the phone is plugged in, it should obtain an IP address. In order to register the unit, we will need to know the IP address. To find out the IP address, from the phone:

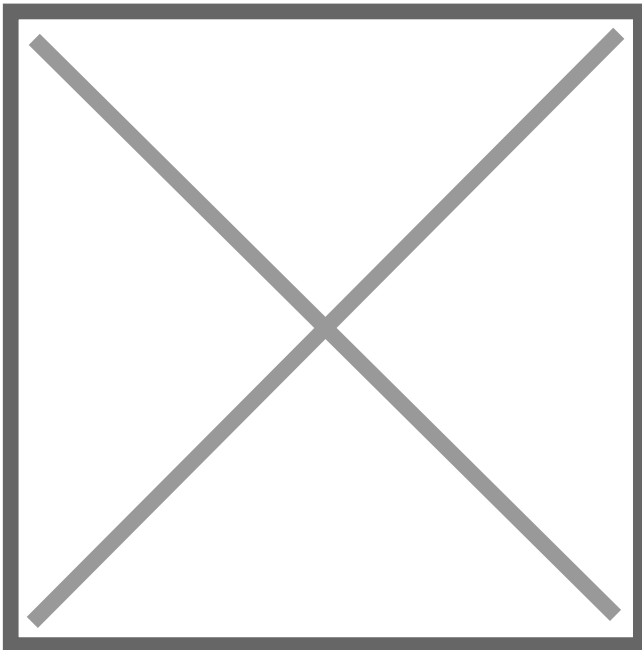
- Press the **Menu** Key and select **Status** =>



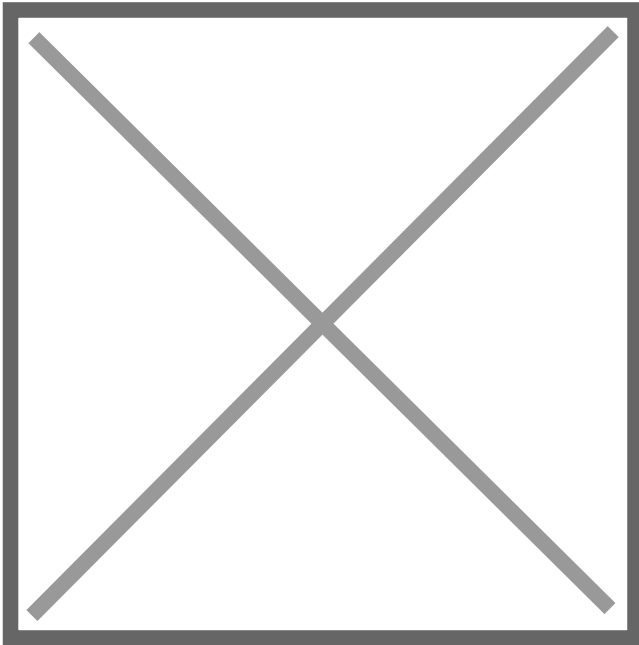
- Select **Network** =>



- select **TCP/IP Parameters**<sub>i</sub> =>



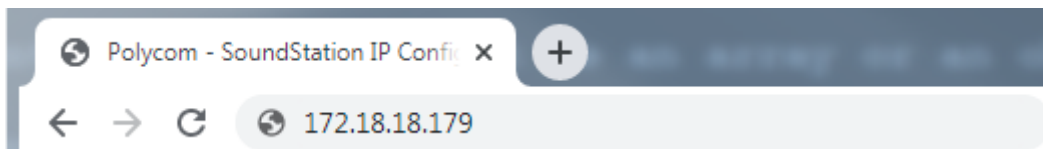
- The current IP Address is being displayed



## Log on to the unit

Once you have the IP of the unit, you will need to open a browser and browse to the unit via the IP address

The default admin username is **Polycom**, the default password is **456**



Once you have logged on to the device, you will be presented with the main menu screen

## Welcome to the SoundStation IP Configuration Utility.

Select an area to configure from the menu above.

### Phone Information

Phone Model	SoundStation IP 6000
Part Number	3111-15600-001 Rev. B
MAC Address	00:04:F2:EC:C8:D4
IP Address	172.18.18.179
SIP Software Version	3.3.0.1098
BootROM Software Version	4.3.1.0440

## Registering the device on the PBX

AMS will need to provide you with the proper URL and user credentials to complete these steps.

### Register the SIP server

- To access the SIP server settings for the device, click the **SIP** heading
- Next, you can scroll to the **Server 1** section

Server 1	
Address	172.18.18.104
Port	5060
Transport	DNSnaptr ▼
Expires	120
Register	1
Retry Timeout	60
Retry Maximum Count	3
Line Seize Timeout	30



- The fields in **Server 1** can be filled in as follows:
  - **Address:** The PBX address as provided by AMS
  - **Port:** The server SIP port as provided by ams
  - **Transport:** DNSnaptr
  - **Expires:** 120

- **Register:** 1
- **Retry Timeout:** 60
- **Retry Maximum Count:** 3
- **Line Seize Timeout:** 30
- The rest of the fields can be left at their default values
- Click the submit button at the bottom of the page

top	Submit
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## Registering the Extension

- To access the SIP extension settings for the device, click the **Lines** heading
- The **Line 1** settings will be where you enter in the server IP, port and user settings

Line 1	
Identification	
Display Name	Conference Phone 
Address	250
Authentication User ID	250
Authentication Password	.... 
Label	250
Type	<input checked="" type="radio"/> Private <input type="radio"/> Shared
Third Party Name	
Number Of Line Keys	1
Calls Per Line	24

- The fields in **Line 1** can be filled in as follows:
  - **Display Name:** Any name to identify the unit
  - **Address:** The extension number as provided by AMS
  - **Authentication User ID:** The username as provided by AMS
  - **Authentication Password:** The Password as provided by AMS
  - **Label:** The extension number as provided by AMS
  - **Type:** Private
  - **Third Party Name:** blank
  - **Number Of Line Keys:** 1
  - **Calls Per Line:** 24
- Next, you can scroll to the **Server 1** section

Server 1	
Address	172.18.18.104
Port	5060
Transport	DNSnaptr ▼
Expires	120
Register	1
Retry Timeout	60
Retry Maximum Count	3
Line Seize Timeout	30

- The fields in **Server 1** can be filled in as follows:
  - **Address:** The PBX address as provided by AMS
  - **Port:** The server SIP port as provided by ams
  - **Transport:** DNSnaptr
  - **Expires:** 120
  - **Register:** 1
  - **Retry Timeout:** 60
  - **Retry Maximum Count:** 3
  - **Line Seize Timeout:** 30
- The rest of the fields on this page can be left at their default values
- Scroll to the bottom of the page and click the **Submit** button

top	Submit
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## Setting the proper time

- Click the **General** heading
- Click the **Time** heading

POLYCOM		SoundStation IP Configuration				
		Home	General	Network	SIP	Lines
<b>General Configuration Parameters:</b>						
User Preferences	Time	Audio Processing		Sampled Audio		
Microbrowser	Logging	Applications		Phone Lock		

- Adjust the time settings accordingly

Time	
<b>Synchronization</b>	
SNTP Server	0.us.pool.ntp.org
GMT Offset	-8 ▼
SNTP Resync Period	86400
<b>Daylight Savings</b>	
Daylight Savings	<input checked="" type="radio"/> Enabled <input type="radio"/> Disabled
Fixed Day	<input type="radio"/> Enabled <input checked="" type="radio"/> Disabled
Start Month	March ▼
Start Date	8 ▼
Start Time	02:00 ▼
Start Day of Week	Sunday ▼
Start Day Last In Month	<input type="radio"/> Yes <input checked="" type="radio"/> No
Stop Month	November ▼
Stop Date	1 ▼
Stop Time	02:00 ▼
Stop Day of Week	Sunday ▼
Stop Day Last In Month	<input type="radio"/> Yes <input checked="" type="radio"/> No
top	Submit

- Fields that need to be set are:
  - SNTP server: Set to the time server provided by AMS
  - **GMT Offset**: Set to your appropriate timezone offset.
  - All other fields can be left at their default values
  - Click the **Submit** button at the bottom of the page.

top	Submit
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Revision #1

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