

# Setting Up Polycom Conference Phone

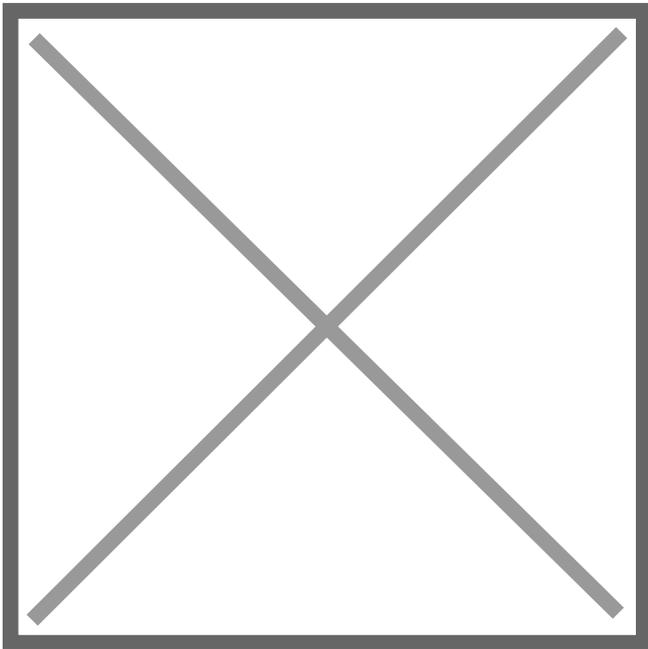
## Overview

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:

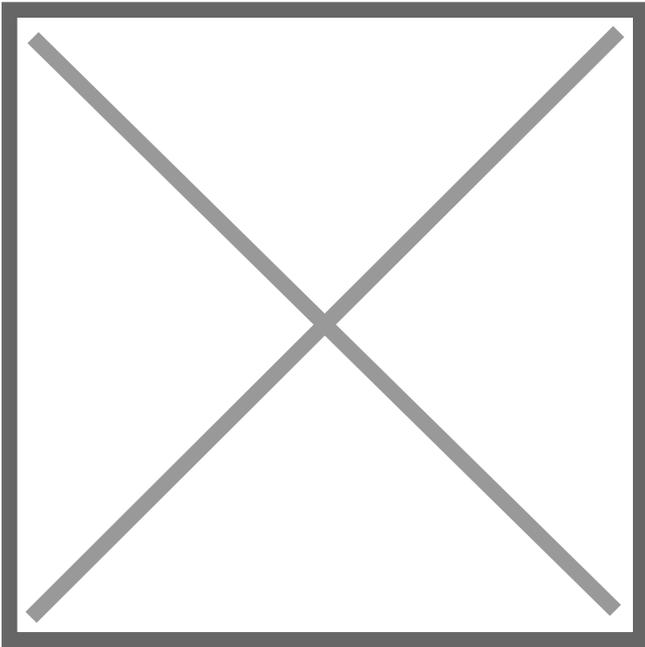
## Get the IP address of the device

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:

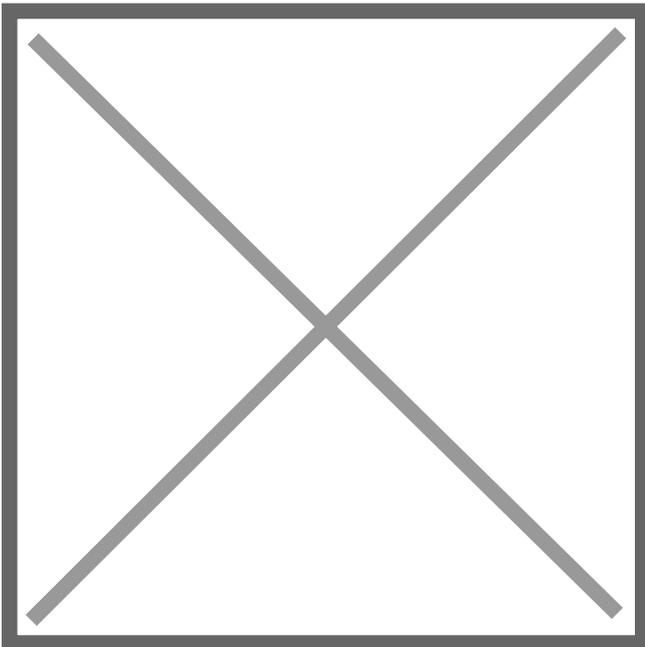
- Press the **Menu** Key and select **Status** =>



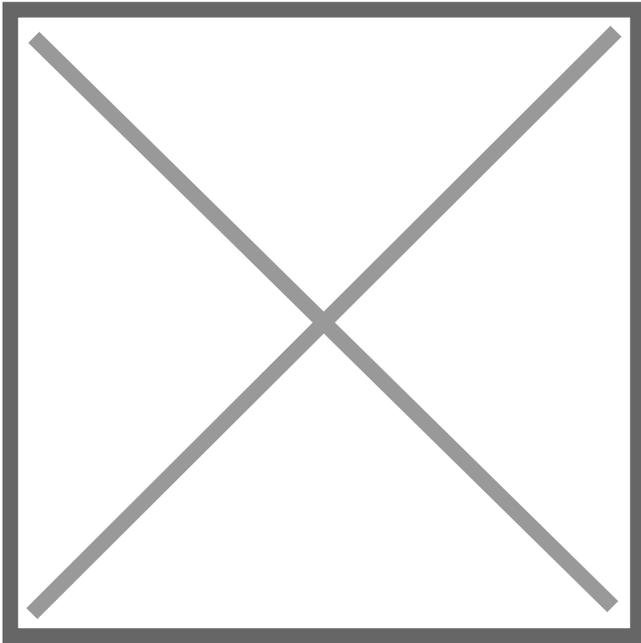
- Select **Network** =>



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



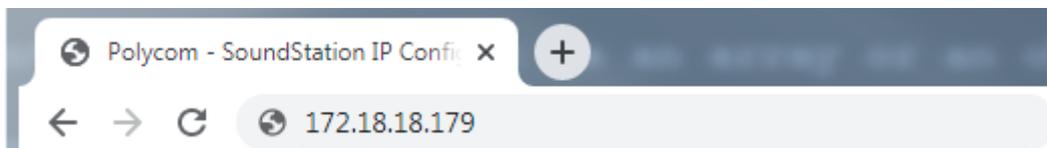
- The current IP Address is being displayed



## 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 |
|-----|--------|

## 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 | <input type="button" value="Submit"/> |
|-----|---------------------------------------|

## Setting the proper time

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

SoundStation IP Configuration

Home
General
Network
SIP
Lines

**General Configuration Parameters:**

|                  |         |                  |               |
|------------------|---------|------------------|---------------|
| 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                     | <input type="button" value="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 | <input type="button" value="Submit"/> |
|-----|---------------------------------------|

Revision #1

Created 26 March 2021 22:48:37 by Jim

Updated 26 October 2021 20:12:18 by Jim