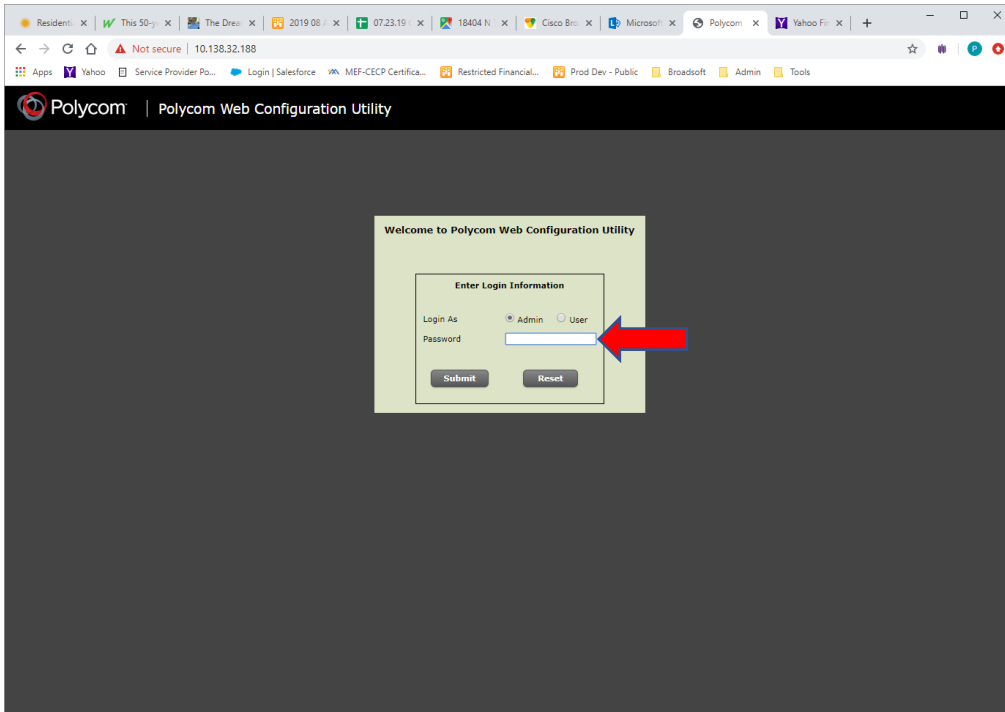


- 1) Record the MAC address from the back of the phone (12 alpha numeric characters)

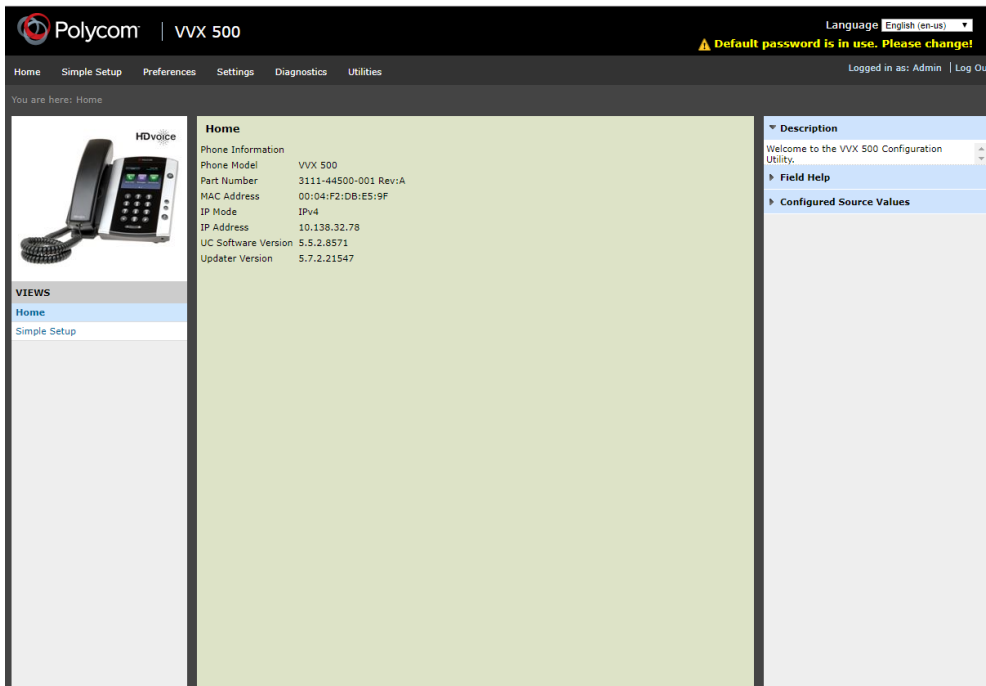
Mac Address/SN: _____

- 2) Ensure the phone is powered on and connected to your LAN network.
- 3) On the phone keypad, press and hold 1 – 3 – 0 keys for about 3 seconds. The phone will initiate Reboot.
- 4) Wait for screen to display “Starting Application. Press Cancel to interrupt”
 - a. Press the Cancel button
 - b. The phone will display “Welcome! [N] seconds until autoboot” and countdown from 6 seconds.
 - c. Before the counter gets to zero, on the phone keypad, press and hold 1 – 3 – 5
 - d. The phone will display “Enter password:”
- 5) Using the phone keypad, you will enter the phone MAC address you recorded earlier.
 - a. For numeric values, set the red softkey button to 1>a1
 - b. For letters, set the red softkey button to A>a1
 - i. You may need to push each key multiple times to generate the letter, for example - 3 = D, 33=E and 333=F
- 6) The phone will reboot and show the default display
- 7) One the phone,
 - a. Press the Home button
 - b. Then press Settings
 - c. then press Status
 - d. then press Platform
 - e. then press Phone
 - f. From the display, record the IP [v4] Addr: https://_____
- 8) From a computer that is on the same network as the phone, open a web browser and type in “https://” plus the IP address from above into the address field. For example: https://192.168.1.48
 - a. Note, your browser may indicate that this is an insecure site and say it has a certificate error. Select the option that continues to the site so you can configure your phone.

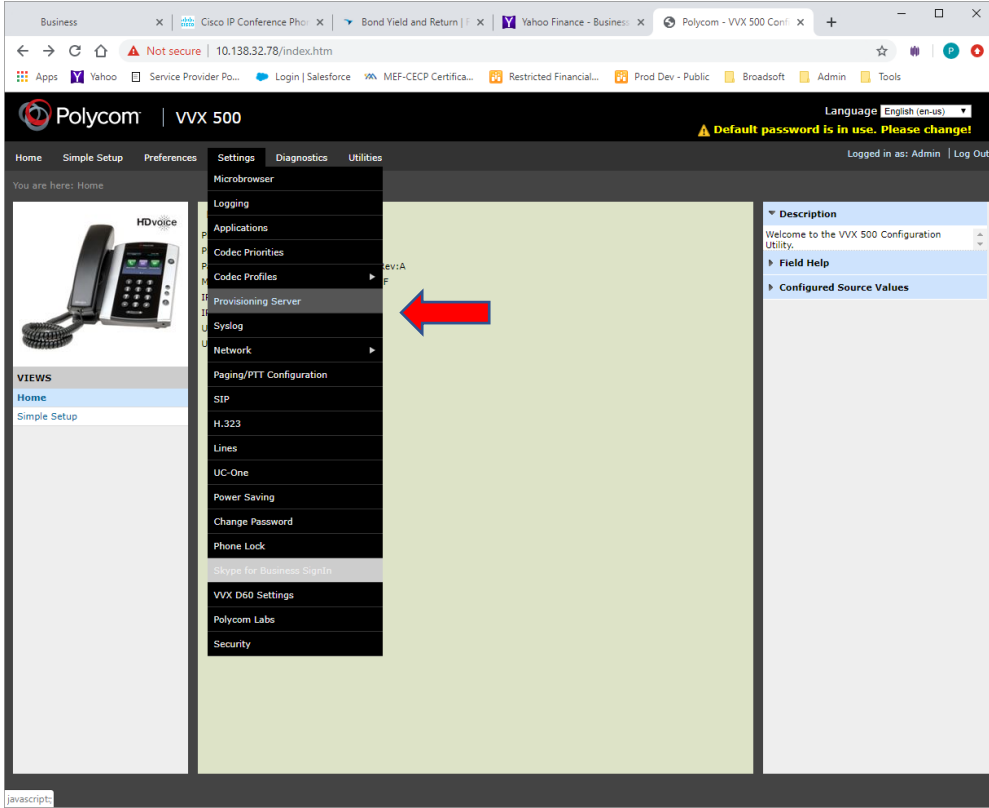
- 9) The phone's **Polycom Web Configuration Utility** should be displayed. Be sure Login As is set to "Admin" and enter "456" in the password field and click submit.



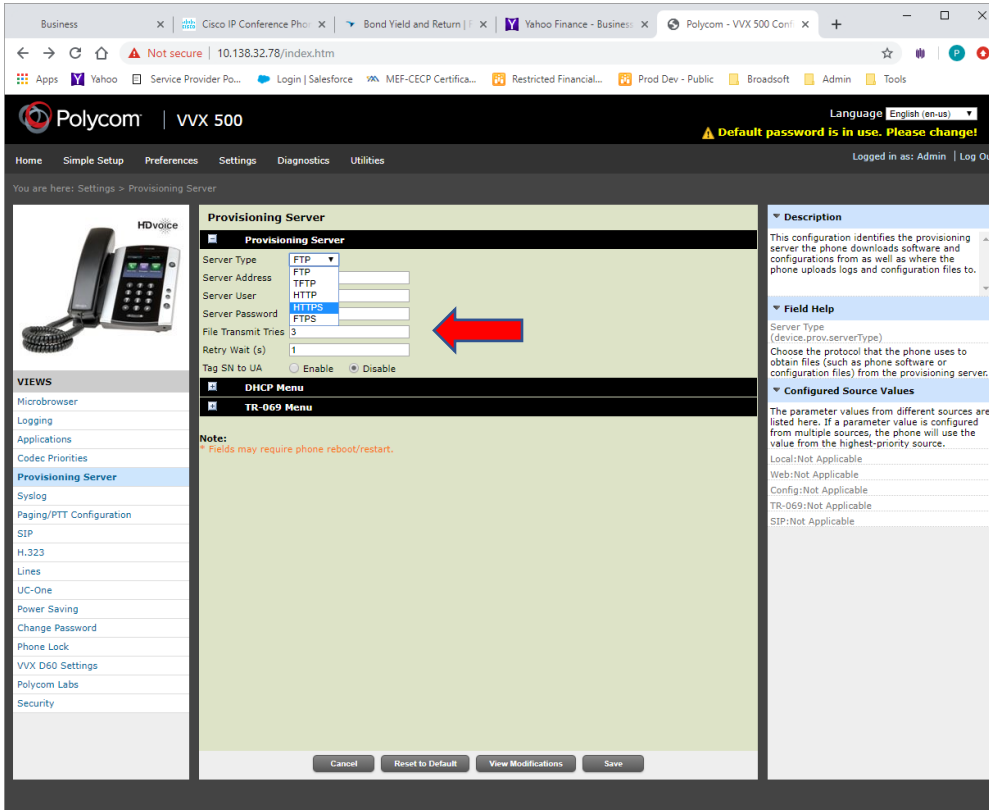
- 10) The phone's web user interface should be displayed (Home view)



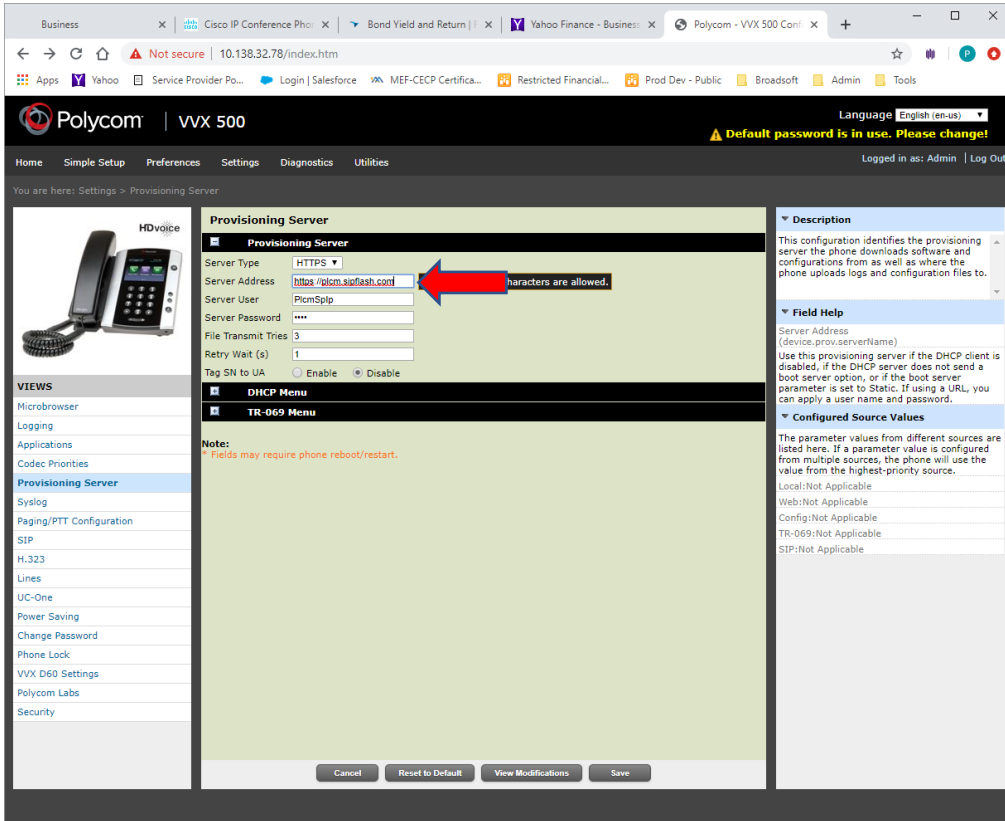
11) From the Settings menu, select the **Provisioning Server** option



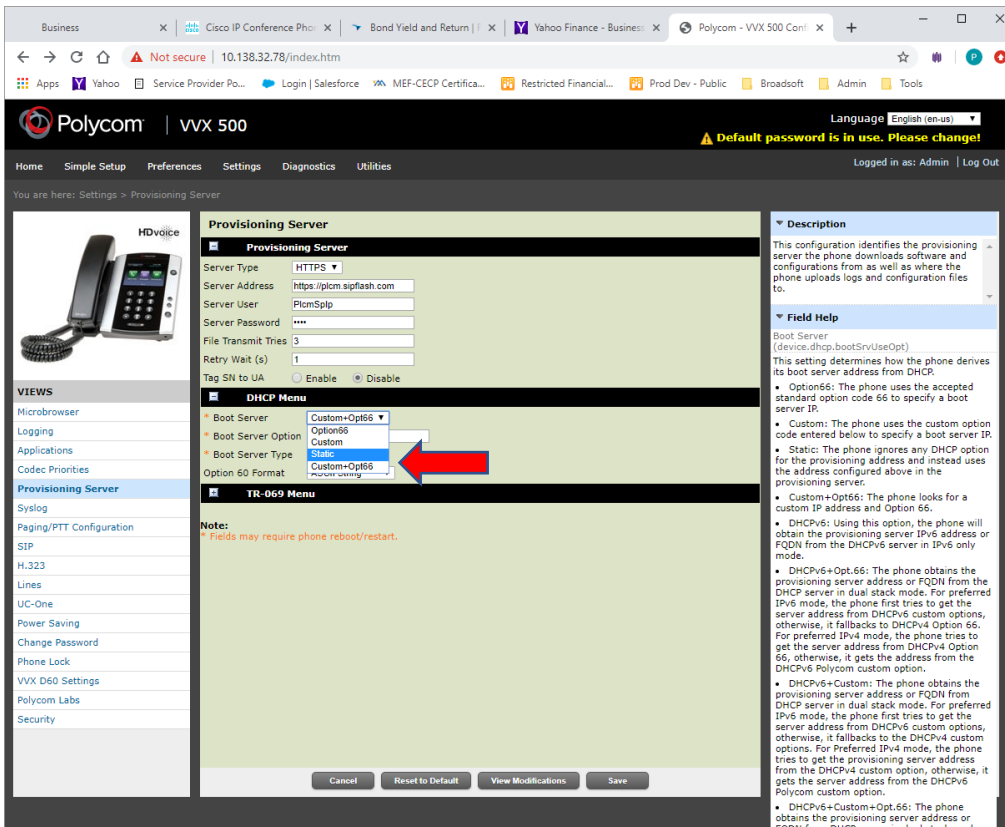
12) Select **Server Type** as HTTPS from the drop-down menu



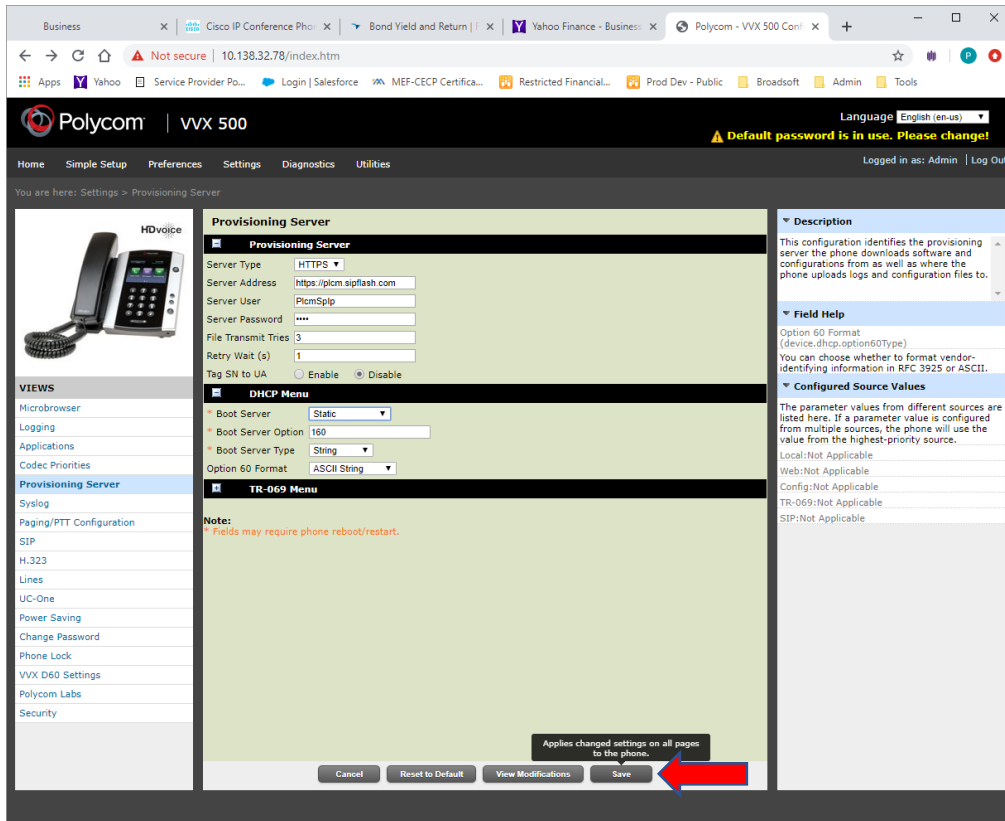
13) Enter “https://plcm.sipflash.com” as text in **Server Address** field



14) In the DHCP menu, select “Static” from drop-down menu on **Boot Server** field



15) Select Save from the set of buttons at the bottom of the screen.



16) Phone will reboot, wait about 60 to 90 seconds for the phone to restart.

- a. The phone boot into the main screen but date/time sync will be off. Wait 1 ½ to 2 minutes and the phone will restart again.
- b. It will take about 30 seconds for the phone to restart.

17) Now the phone is available to be configured within Sparklight Hosted Voice Service.