

# Polycom Phone Provisioning

These instructions pertain to the provisioning of Polycom Soundpoint IP Phones for use with the Ravon Hosted Phone System. These instructions cover all models of Polycom Phones supported by Ravon.

## The Advanced Settings Menu

In order to provision a Polycom Phone, you must access the Advanced Settings Menu. The procedure for accessing the Advanced Settings Menu varies, depending on whether you're starting with an unplugged phone set or one that is already powered up and in service.

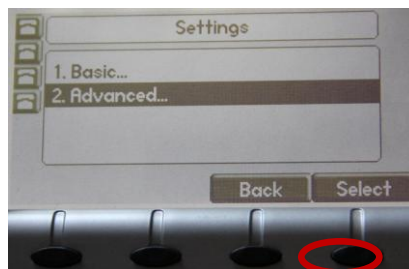
### Unplugged Phone Access to Advanced Settings Menu

- 1) Plug the phone in.
- 2) When the Start Up screen appears, press the softkey under the "Setup" option.
- 3) Enter 456 into the password field and press the softkey under "OK". This will bring you to the Network Configuration Menu (see further instructions under Network Configuration below).



### In Service (Powered) Phone Access to Advanced Settings Menu

- 1) Press the Menu key.
- 2) Scroll down the list of menu items using the arrow buttons and with "Settings" highlighted, press the "Select" softkey.
- 3) Highlight "Advanced" and press the "Select" softkey.



- 4) Enter 456 for the password and press the "Enter" softkey.
- 5) With "Admin Settings" highlighted, press the "Select" softkey.



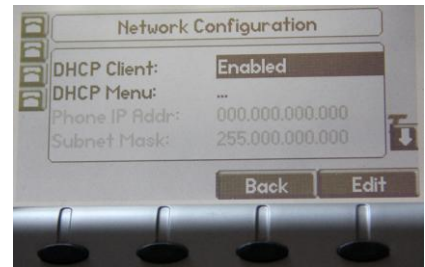
- 6) With Network Configuration highlighted, press the "Select" softkey. This will bring you to the Network Configuration Menu (see further instructions under Network Configuration below).



## Network Configuration

Following are the settings you can access and modify from Network Configuration:

- 1) The first screen that appears is the DHCP setup. Make sure that DHCP Client is set to "Enabled" if you use DHCP to allocate IP Addresses.
- 2) If the network uses DHCP Option 66, changing the DHCP Settings may be required. Use the arrow buttons to go to the DHCP menu to see and edit your options.
- 3) Using the arrow buttons, scroll down to highlight the Server Menu, then press the softkey under "Select". From the Server Menu, configure the pathway and username password for the phone to connect to the Ravon Provisioning Server by selecting the following settings:



- a) Server Type. With "Server Type" highlighted press enter. Use the arrow buttons to scroll to "FTP" and press the softkey under "OK".
- b) FTP Server Address. Use the arrow buttons to scroll to "Server Address". Press the "Edit" softkey and make sure "ftp.ravon.net" is selected. If not, scroll to "ftp.ravon.net" and press the OK softkey.
- c) Server User. With "Server User" highlighted, make sure that "usiphone\_[companyID]" appears ("[companyID]" is the unique identifier for your company).
- d) Server Password. Enter your unique company password.
- e) Press the "Back" softkey until the phone prompts you to "Save and Reboot". The reboot process may take a few minutes while the Ravon Provisioning Server downloads the new configurations.

\*If you need your CompanyID and/or Password ], please contact your Ravon Account Manager.

These are the basic settings for the Polycom IP phones that the Ravon Hosted Phone System supports. Other make/models may require additional provisioning. Contact your Account Manager for assistance.