

Polycom Phones Cheat Sheet

- The #1 most critical thing you must do when provisioning either a Polycom or Yealink phone is enable it to access the configuration server.
- This web based service is located on the OSS or Cloud server.
- If you are deploying locally then all you need do is ensure that the phone is on VLAN4 and the rest is automatically handled via DHCP.
- If you are deploying a phone that is remote from the OSS or you are using the Hosted service then you must enter the address of the configuration service manually.
- Details are given below for both the SoundPoint and newer VVX Polycom phone families.

SoundPoint

To access the Network Configuration menu press the following keys:

Menu->3->2->password->1->1 (where password is usually 456)

Once here follow the instructions below:

- DHCP Server
 - > Boot Server
 - >Static
- Save and go back to Network Configuration menu, scroll down to Server Menu (shown on the right).
- Server Type: HTTP
- Server Address: <URL or IP>
- Ignore Server User/Password.

Note: The URL for your server can be obtained from your provider or from the Bluestone Chatbot service.



VVX

To access the Network Configuration menu press the following keys:

Settings->Advanced->Password->Admin->Network Config->Provisioning Server.

- DHCP Menu
 - > Boot Server
 - >Static
- Save and go back to Network Configuration menu (shown on the right).
- Server Type: HTTP
- Server Address: <URL or IP>
- Ignore Server User/Password.

Note: The URL for your server can be obtained from your provider or from the Bluestone Chatbot service.

