



Polycom Phone Setup Guide

Step 1. Each phone is assigned to an Aptela user account. Log in to the appropriate user account at <http://app.aptela.com>.

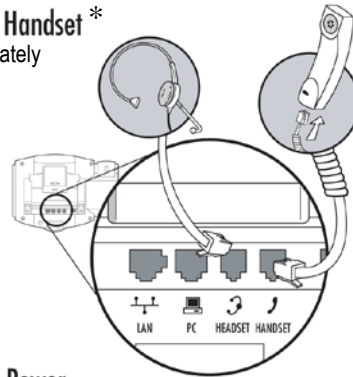
Choose "My Account". Under the "VoIP Specific Customization" section, is a field for "Polycom MAC Address". On the back of the phone, above the barcode is the phone's MAC address. Enter that number into the "Polycom MAC Address" field. Click **Save**.

Step 2. Plug the phone into your network. See directions to the right.

Step 3. Test your phone. Make a test call and have someone call the extension associated with the user / phone.

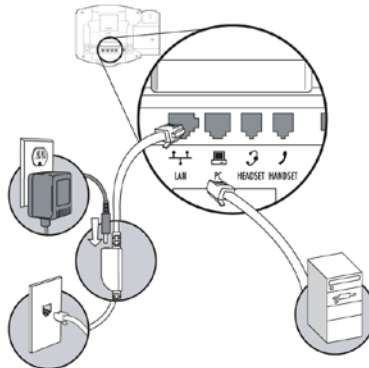
① Connecting Headset and Handset *

* Headset purchased separately

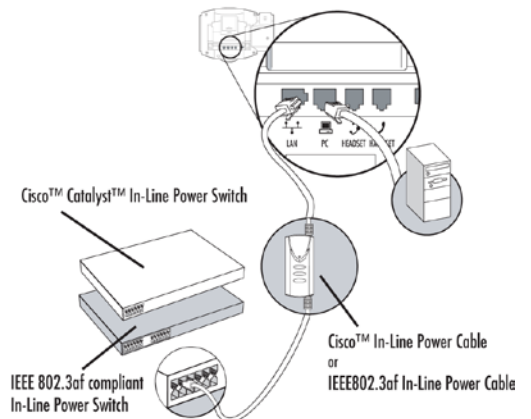


② Connecting Network and Power

AC Power Option:



In-Line Power Option:



③ Attaching the Base:

