



**Reset a Polycom device to Factory Default:**

- **Depress and hold 486\* at startup time to reset the device to factory default. Enter password.**

**Basic Phone Configuration**

1. Plug in the ethernet and hand set into the phone
2. Plug in the power and wait for the phone to boot.
3. To enter config mode (If Phone is already up and operational)
  - a. Select SETUP if available or
  - b. Select the Menu Button
    - i. Select settings
    - ii. Select Advanced

ELSE
4. Enter password
5. Select admin
6. Select network
7. Scroll to Server Menu and Select
8. Enter the following settings: (Use the a>A1 option to switch between numbers and upper and lower case letters) \*\*
  - a. Server Type: FTP
  - b. Server Address: **voip.vel.net** (the \* key is the dot)
  - c. Server User: polycom for all devices EXCEPT polycom 450 and polycom 550 and polycom 650 devices: poly450, poly550 and poly650 respective
  - d. Server Password: polycom
9. Select exit
10. SNTP Address: **pool.ntp.org**
11. Select Exit until you get to the Save & Reboot option and select
12. The phone takes about 5 or so minutes to down load and install it new config and may reboot on it's own during the process
13. Reboot phone again and confirm dial tone and extension.

<b>Eastcoast SIP proxy</b>	East.yourvoip.net	208.85.187.18
<b>Westcoast SIP proxy</b>	West.yourvoip.net	207.182.241.165
<b>FTP/TFTP Server</b>	Cfg.yourvoip.net	FTP/TFTP 208.85.185.85
<b>FTP/TFTP Server</b>	Cfg.yourvoip.net	FTP/TFTP 208.85.185.85