

RA/MA LYNC PHONE SETUP INSTRUCTIONS

For Polycom CX600

(updated 8/3/17)

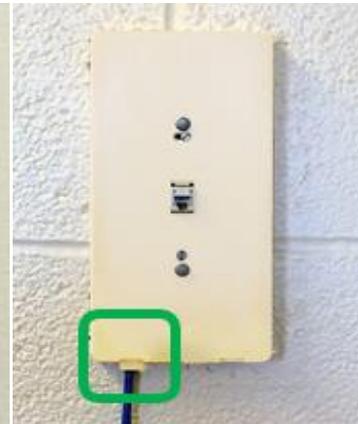
For Allen, Busey-Evans, FAR, ISR, LAR, PAR, Barton-Lundgren, Goodwin & Green, Hopkins, Scott, Sherman, Snyder, Taft-Van Doren, and Weston Residence Halls

Take the provided Ethernet cable (*this should be the blue 11-45 cable*) and plug the **small end** into the **network jack** on the wall (one of the two images shown on the right, depending on the residence hall). Note that the large end will still fit into the jack, but will **not** work. Plug the **larger end** of the cable into the port labeled “LAN” on the back of the phone (shown below). Ensure that the power is **not** connected prior to plugging in the Ethernet cable

Horizontal Jack

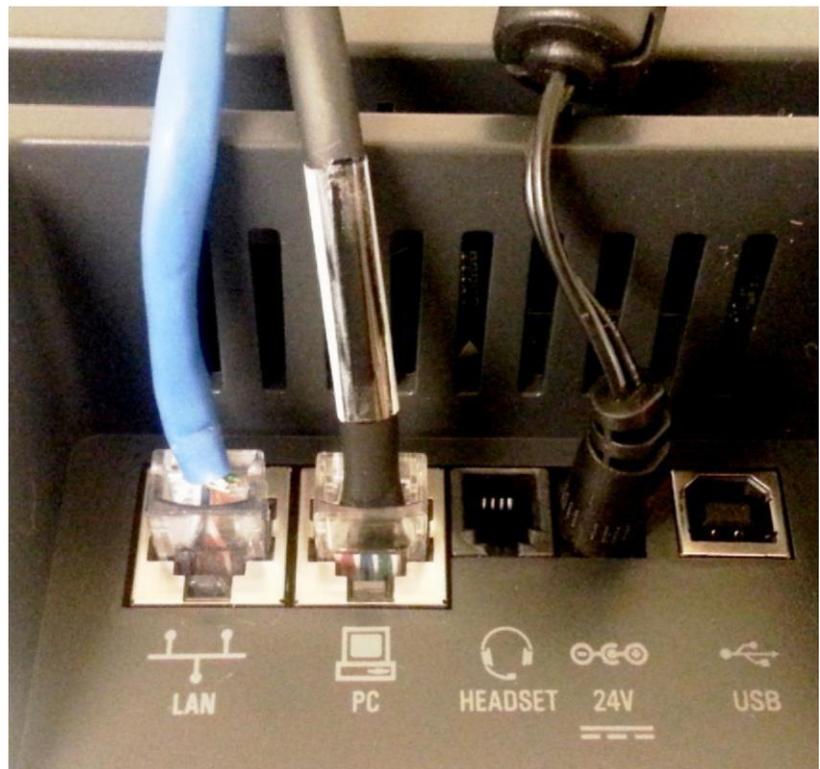


Vertical Jack



Another Ethernet cable should be left for the RA/MA to plug in their **personal computer** or a mini-switch for a **wired internet connection**. This Ethernet cable can be plugged into the port labeled “PC”.

Plugged into the port labeled “24V” should be the power adapter for the phone going to an electrical outlet.

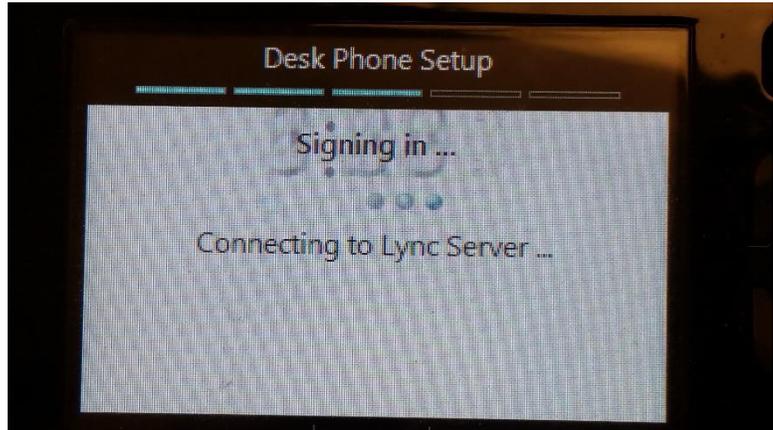


The coiled cable should plug into the bottom of the handset with the other end going to the jack on the phone located to the immediate left of the handset. The jack is labeled with the symbol: 

NOTE: **Handset** is not the same as headset. The phone will not work if you plug the handset into the port on the bottom of the phone labeled "HEADSET".



The phone display should now look something like this. Wait about a minute for it to finish signing in. If it fails to sign in, unplug the power cord for about 10 seconds and then plug it back in.



Once the screen looks like this, the phone setup is complete. Test an outgoing and incoming call before you leave! Note that the phones do not have outgoing long distance calling options.

