



## POLYCOM PHONE LOGIN

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**01** Press the button that corresponds with **Sign In** as shown on the screen. Use the arrow pad to highlight **Pin Authentication**. Then, press the button for **Select**.

**02** Enter your 5-digit extension number using the keypad. Then, press the button for **Next**.

Example Extension Number: 54321

**03** Enter your pin number. The format for pin numbers are 60[your extension number]. Press the button for **Sign In**.

Example Pin Number: 6054321

**04** Enter a lock code. The recommended code is **11223**. Press the button for **Next**. Re-enter your lock code. Then, press the button for **Next**.

**05** Press the button for **Next** to complete the setup by selecting a timezone, date, and ringtone. Press the button for **Done** to start using your phone.