

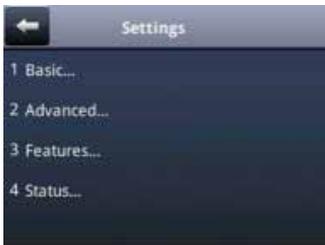
OfficeSuite UC™ – Configuring your customer-provided VVX Phone to Broadview Networks Provisioning Server via the phone's User Interface

Connect your VVX model 300, 310, 400, 410, 500 or 600 to network and power on your Local Area Network (LAN). Use of any other model phone will not work.

1. Press the **Home** button to display the **Home Screen** icons.



2. Select the **Settings** icon.



3. Select option **2 Advanced**.



4. Enter the administrator password. This may be obtained from your previous carrier (Polycom default for new phones is "456"). Skip to step 6 if you know the password.

5. If you don't know the administrator password, you can reset the phone to its factory defaults as follows:
 - a. Locate the MAC address (serial number) of the phone you want to reset and write it down (An example of a MAC address is: 0004F2xxxxxx).
*Note: The MAC address can be found on the rear/bottom of the phone or you can see the MAC address by pressing **Menu, Status, Platform, Phone**.*
 - b. Restart the phone by powering down (unplug it, count to ten, then plug it back in).
 - c. While phone is powering back up press the **Cancel** button during the startup process as soon as you see it.
 - d. Simultaneously press and hold the dial pad keys **1, 3, 5** within the next 7 seconds (during the auto update process) until you see **Enter Pswd to:**
 - e. Enter the MAC address of the phone (not case sensitive), and press **OK** (To switch between alpha and numeric characters, press **1>Aa** key).
 - f. The phone will now reset its configuration.
 - g. You will now be able to log into the phone with the default admin password of **456** and configure your phone to work with OfficeSuite UC™ services.



6. Select **1 Administration Settings**.



7. Select **1 Network Configuration**.



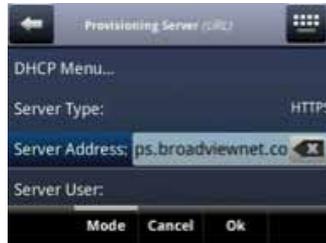
8. Select **Provisioning Server**.



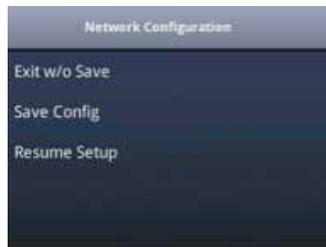
9. Ensure **Server Type** is HTTPS. Select **Server Address**:



10. Change the entry in the **Server Address** field to **ps.broadviewnet.com** (you can use the keyboard icon in the top right corner to input, or use the number pad). Press **OK** when done, then press the **back** arrow until the **Network Configuration** screen appears.



11. Select **Save Config**. The phone will now reboot.



12. The phone will reboot four times (takes approximately 15 minutes) and when complete will display an **Activate** soft key. Press **Activate** and login with your extension and PIN as created by you in the MyOfficeSuite portal.

