

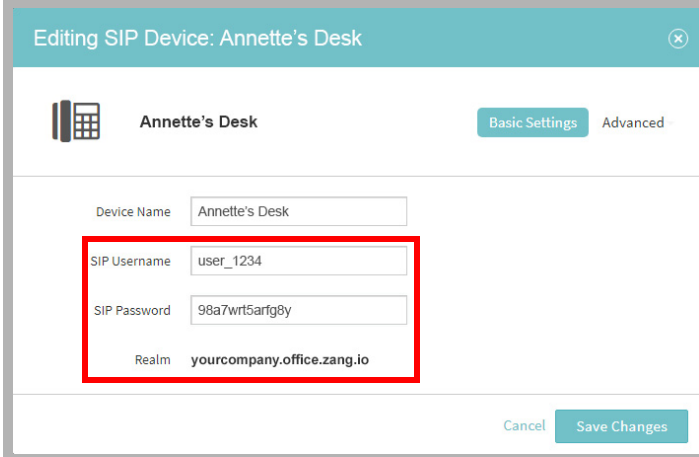
## How to Configure your Polycom VVX 411 Phone

### BRIEFING

Zang Office supports the Polycom VVX 411 desktop telephone. Before it can be used with Zang Office, the phone must be connected and configured for the Cloud.

Before you begin, you need to know (from your administrator):

- Your company's Zang Office realm.
- Your SIP Username.
- Your SIP Password.



The screenshot shows a web interface titled "Editing SIP Device: Annette's Desk". The device name is "Annette's Desk". The SIP Username is "user\_1234", the SIP Password is "98a7wrt5arfg8y", and the Realm is "yourcompany.office.zang.io". The SIP Username and Password fields are highlighted with a red box. There are "Basic Settings" and "Advanced" tabs, and "Cancel" and "Save Changes" buttons at the bottom.

Field	Value
Device Name	Annette's Desk
SIP Username	user_1234
SIP Password	98a7wrt5arfg8y
Realm	yourcompany.office.zang.io



## CONNECTIONS

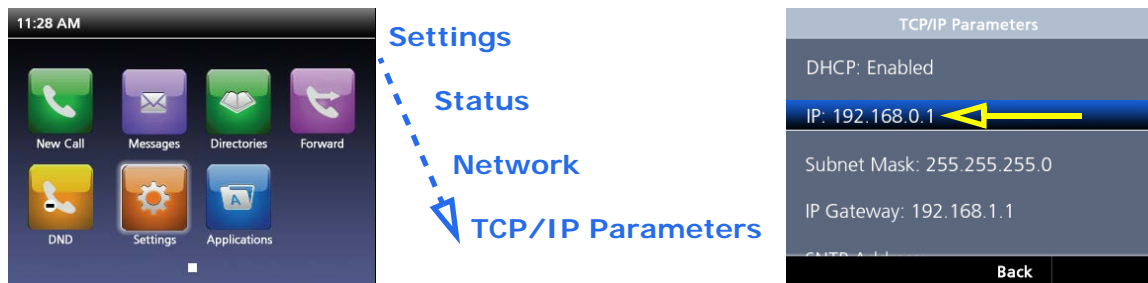
Assemble the telephone and connect it to your network using an Ethernet cable.



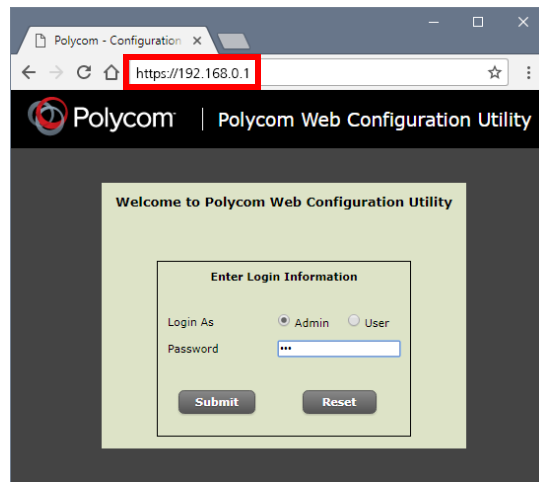
## CONFIGURATION

The telephone must be configured to find and login to the Zang Office Cloud server.

1. On the phone, record the IP Address. Push the **Home**  button. Using the **Navigation** button , select **Settings > Status > Network > TCP/IP Parameters**. Record the value for **IP**.



2. On your computer, open a web browser and enter **https://** followed by the IP Address of the telephone in the address line (e.g. **https://192.168.0.1**). This will launch the Polycom Web Configuration Utility for this phone. Choose **Admin** and enter the password (by default this is **456**).



**Important:** Be sure to include the **https** prefix or the telephone will be unreachable by the browser.

3. On the **Simple Setup** tab, open:

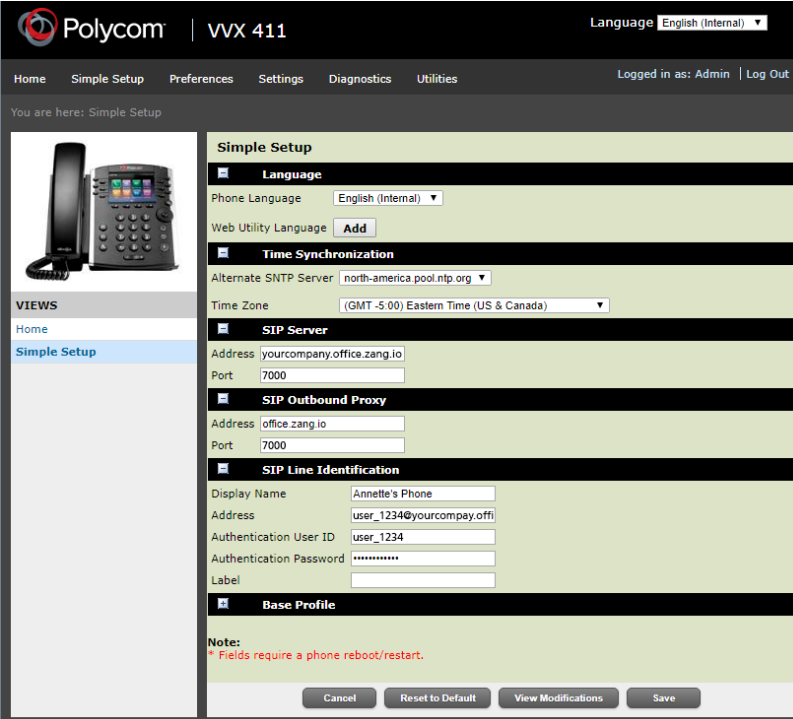
**Language:** Select the language for the telephone's display.

**Time Synchronization:** Select the **Alternate SNTP Server** closest to your location. This will automatically keep the time on your telephone accurate.  
Choose your **Time Zone**.

**SIP Server:** Enter the Zang Office realm for your company in **Address**.  
Set the port to **7000**.

**SIP Outbound Proxy:** Type **office.zang.io** for the Address.  
Set the port to **7000**.

**SIP Line Identification:** Provide a name that will appear in the telephone display.  
For **Address**, enter your Zang Office SIP Username, followed by @, then the realm (user\_1234@yourcompany.office.zang.io).  
Put the Zang Office SIP Username in the space for **Authentication User ID** (user\_1234).  
Enter your Zang Office SIP Password as **Authentication Password**.



The screenshot shows the Polycom VVX 411 Simple Setup web interface. The page title is "Polycom VVX 411" and the language is set to "English (Internal)". The user is logged in as "Admin". The "Simple Setup" tab is active, and the "SIP Line Identification" section is highlighted in the original image. The configuration fields are as follows:

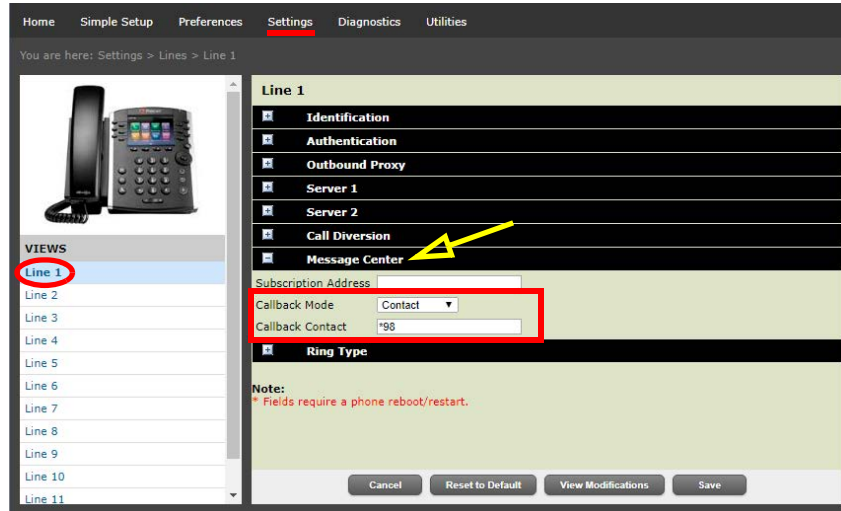
Section	Field	Value
Language	Phone Language	English (Internal)
	Web Utility Language	Add
Time Synchronization	Alternate SNTP Server	north-america.pool.ntp.org
	Time Zone	(GMT -5:00) Eastern Time (US & Canada)
SIP Server	Address	yourcompany.office.zang.io
	Port	7000
SIP Outbound Proxy	Address	office.zang.io
	Port	7000
SIP Line Identification	Display Name	Annette's Phone
	Address	user_1234@yourcompany.offi
	Authentication User ID	user_1234
	Authentication Password	*****
	Label	

At the bottom of the page, there is a "Note" section: "Note: \* Fields require a phone reboot/restart." and four buttons: "Cancel", "Reset to Default", "View Modifications", and "Save".

4. Go to the **Settings** tab choose **Lines**. Select Line 1 (or whichever one you will use) and open **Message Center**.

**Callback Mode:** Select **Contact** from the dropdown list.

**Callback Contact:** Set this value to **\*98**.



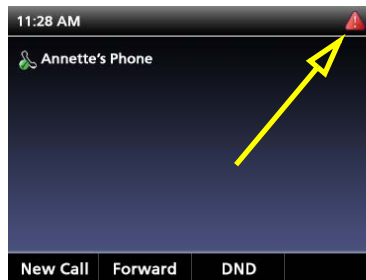
5. Click **Save**, then confirm to restart the telephone with the updated settings.



Please refer to the Polycom manual for additional features and details.

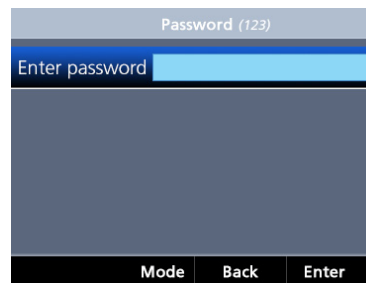
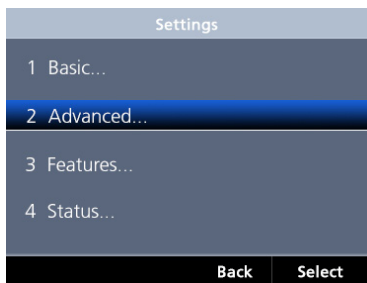
## CHANGE ADMIN PASSWORD (OPTIONAL)

On a new phone, you may see a flashing warning in the top right corner of the display.

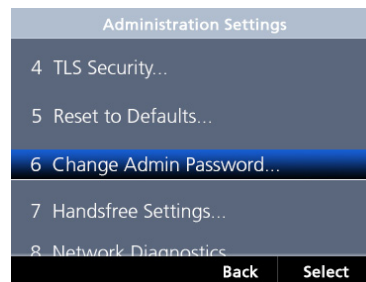
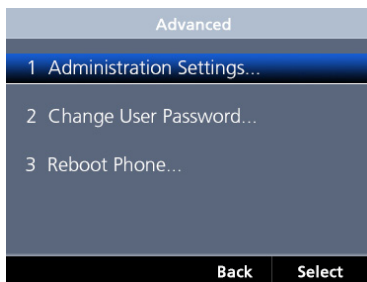


This is indicating that the administrator password has not been changed from the default value of 456. To change the admin password:

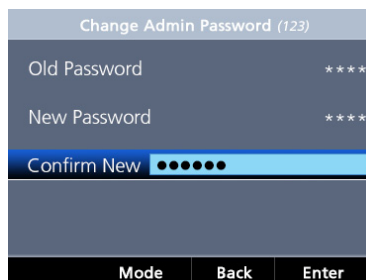
1. On the telephone keypad, tap the Home button, then go to **Settings > Advanced**. Enter the current Admin Password at the prompt.



2. Select **Administration Settings**. Select **Change Admin Password**.



3. Enter the current password. Type a new password in the space provided and confirm. Click **Enter** to save the new password.



The configuration is complete.

Please refer to the Yealink manual for additional features and details.