



# Setup Guide Polycom VVX400 Phone (Touch Screen Model)



You can sign in to your phone either using your KU email, Online ID, and password or your Skype PIN and extension, which is the generally easier method. *Note: Your Skype PIN is different from your voicemail PIN although you can make them identical.*

*Note: Phones can also be logged in as a department number, instead of as an individual.*

## Notes:

## To sign in using your Skype PIN:

*Note: Your Skype PIN is different from your voicemail PIN although you can make them identical.*

### Set up your Skype PIN:

1. Go to <https://lyncpin.ku.edu>
2. Click **Sign In**.
3. Click **Sign In**.
4. In the dialog box by User Name, enter your **KU Online ID**. *Note: If using Safari or a mobile device you may have to enter the username as **home\KUOnlineID**.*
5. By Password, enter your **Online password**.
6. Once logged in, enter and re-enter a **6- to 24-digit PIN**. **TIP: For simplicity, you may want to make this PIN the same as your voicemail PIN.**
7. Click **Log out**.

### Sign in to your phone:

1. Press the button below **Sign In**.
2. Use the rotary dial to select **PIN Authentication** or select the number beside the option.
3. Enter your extension. For KU Lawrence numbers, enter **4 followed by your four-digit extension (4####)**.
4. Select the button under **Next**.
5. Enter your **Skype PIN**.
6. Select the button under **Sign In**.

If you successfully signed in, you will see the home screen after several seconds. You will see your name appear by the phone after icon on the screen. Any contacts that you've added as Favorites on your Skype for Business contact list will appear.

**TIP: Favorites or speed dial numbers are typically added through the Skype for Business desktop software.**

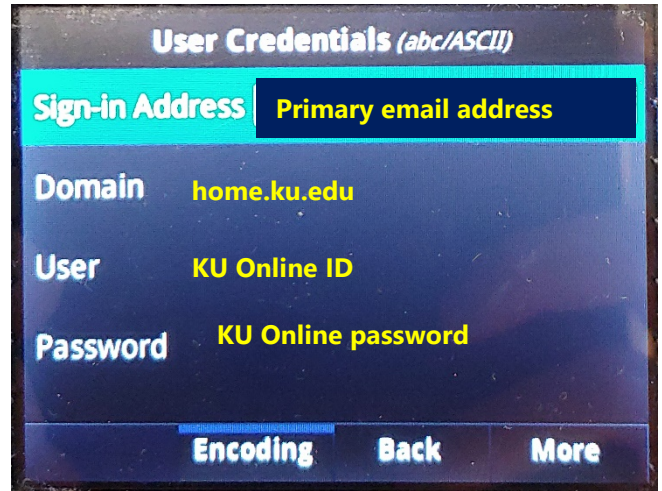


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## To sign in using email and password:

1. Press the button under **Sign In**.
  2. The **User Credentials** options should be highlighted. Press the button under **Select**.
- TIP: See the special character guide below if you choose this method. Press the button under **Encoding** to get special characters.
2. By Sign-in Address, enter your **primary email address**
  3. By Domain, enter **home.ku.edu**
  4. By User, enter your **KU Online ID**
  5. By Password, enter your **KU Online Password**
  6. Press the button below **More**. Then, press the button below **Sign In**.
  7. Your phone will show a screen with "Signing in as... This may take several minutes..."
  8. If you successfully signed in, you will see a confirmation screen. You can press done or it will disappear after several seconds. You will see your name appear by the phone after icon on the screen. Any contacts that you've added as Favorites on your Skype for Business contact list will appear.



## Physical Button Character Guide:

Key	Characters
1	!   ' ^ \ @ : 1
*	. * - & %- ; ( )
0	(space) / , _ \$ ~ = ? 0
#	# < > { } [ ] `

Key	Characters
2	a b c 2
3	d e f 3
4	g h i 4
5	j k l 5

Key	Characters
6	m n o 6
7	p q r s 7
8	t u v 8
9	w x y z 9