



# Setup Guide Polycom VVX311 Phone (Model without touch screen)



Physical navigation disc



Your local tech support staff should sign you into your desktop phone when you first receive it. If you should get logged out, you can sign in either using your KU email, Online ID, and password. Or, you can sign in by setting up and using a Skype PIN, which is the generally easier method. *Note: Your Skype PIN is different from your voicemail PIN although you can make them identical.*

*If you are a student employee (not a GRA, GTA, GA), your tech support will need to log you in to your phone.*

## 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 under **Sign In**.
2. Press **2** or use the physical navigation disc to scroll and select **2 PIN Authentication...**
3. By Extension, enter **4 followed by your four-digit extension (4####)**.
4. Use the physical navigation disc to advance to the next field.
5. In PIN, enter your **Skype PIN**.
6. Press the button below **Sign In**.
7. 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.



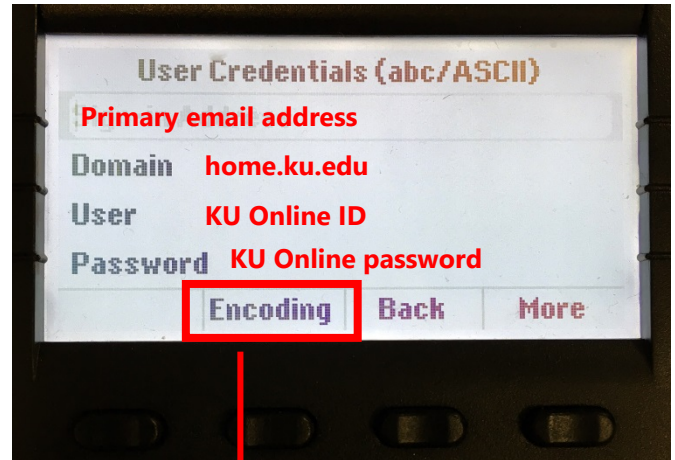
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## To sign in using email and password:

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
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.



**Access other keyboards,  
including All CAPS**

## 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