# Polycom VVX Quick Setup Guide on Skype for Business Online
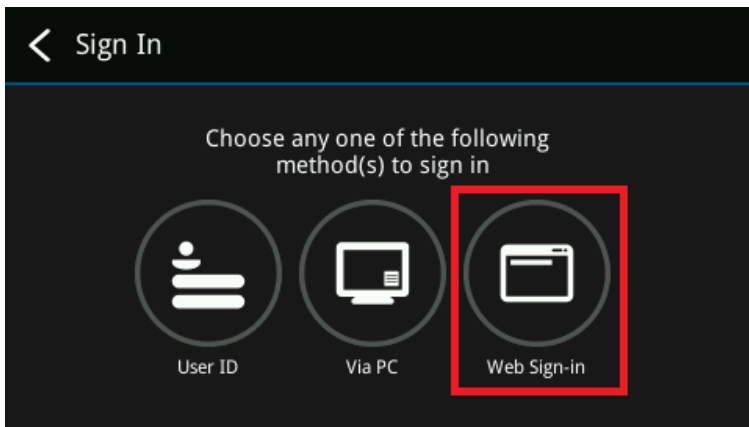
This guide provides steps to perform a basic setup a Polycom VVX phone (Skype Edition device) on Office 365 (Skype for Business Online) using the Web Sign-in method. For large deployment, a Provisioning server is recommended.
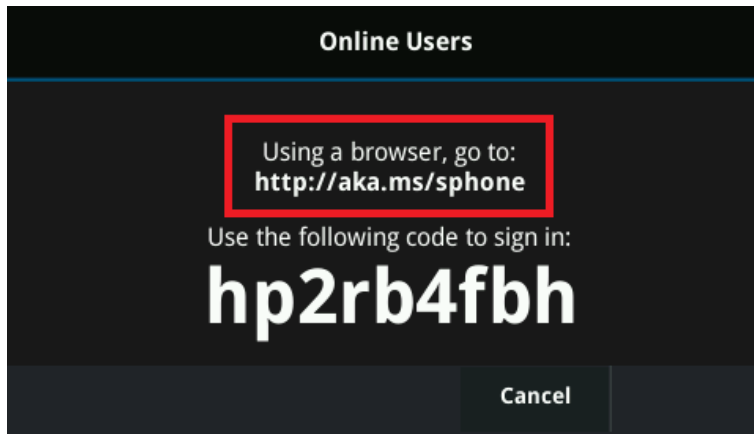
Steps

1. Connect the Polycom VVX phone to the Network (needs to provide Internet access without an Internet Web proxy).

2. Select the "Sign In" button. See "VVX Setup Troubleshooting" if you don't have a "Sign In" button.
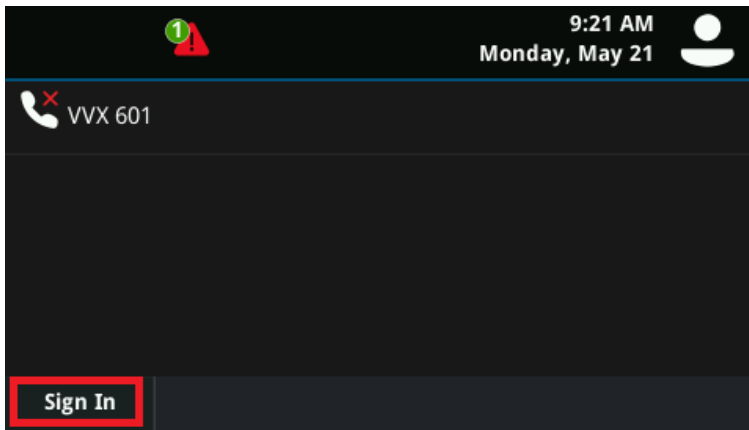
3. Select "Web Sign-In" method.

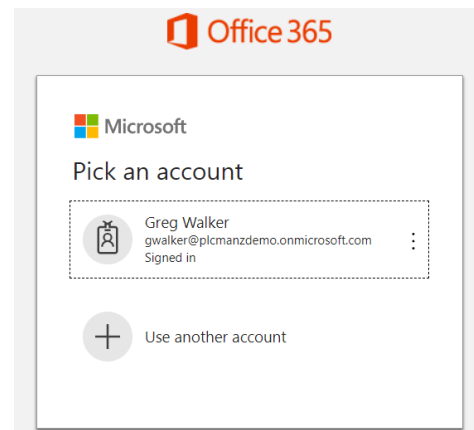4. When prompted open a browser to http://aka.ms/sphone and note the unique Skype activation code.

Online Users

Using a browser, go to:
http://aka.ms/sphone
Use the following code to sign in:

hp2rb4fbh

Cancel

5. Within your browser follow the online steps using your Skype for Business online email address.

Skype for Business Web Sign-in

Enter your work or school email address.

Verify email

Office 365

Microsoft
Pick an account

Greg Walker
gwalker@plcmanzdemo.onmicrosoft.com
Signed in

Use another account

6. When prompted enter your unique Device Code and follow the on-screen prompts. When successful you will see a browser message "You have signed in to the Polycom Skype for Business Certified Phone application on your device". Your Polycom VVX device will attempt to sign in to Skype for Business online.
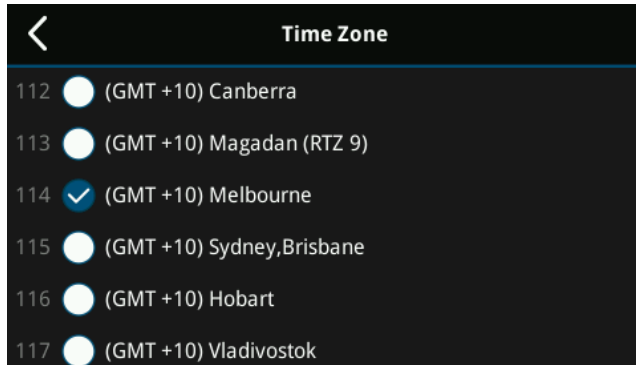

Device Login

Enter the code that you received from the application on your device

Code

Signing in as

<Your Username>
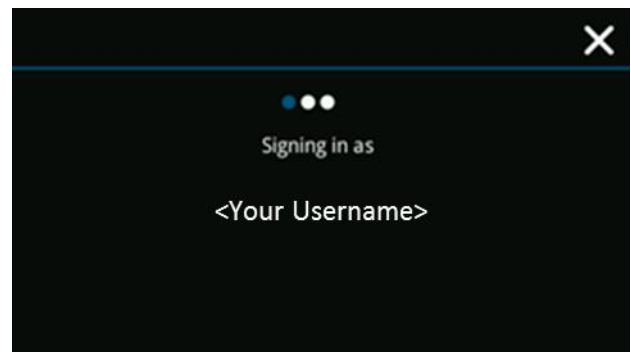
7. When prompted from your Polycom VVX enter and confirm a personal Lock Code (i.e. 123456).

Lock Code

Create a Lock Code | Length 6 to 15

Confirm Lock code

Re-enter lock code

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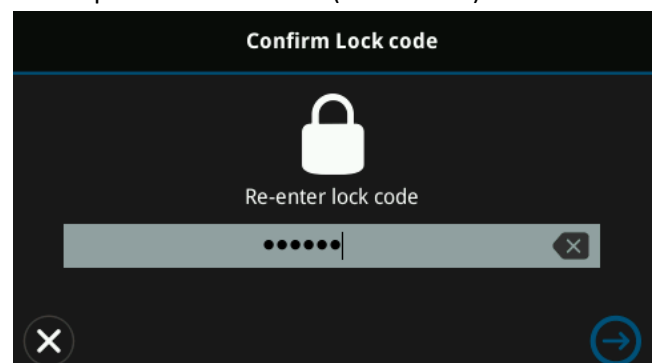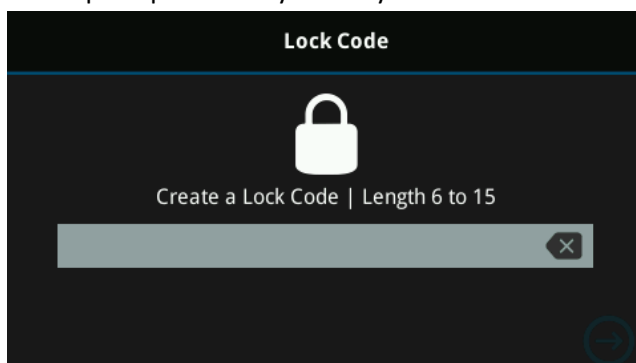
8. When prompted configure basic Date\Time settings including your Time Zone (i.e. GMT+10 Melbourne).

VVX Setup Troubleshooting

1. Set the Polycom VVX Base Profile. Depending on the original purchasing SKU and/or current status of the phone it will be set to one of two options by default: Generic (SKU-025) or Skype (SKU-019). Noting that when a VVX phone is set to Lync/SfB the Web server is disabled by default.

    I.   From any screen simply depress and hold the following Multiple Key Combo (MKC) for 3 seconds, of: 1, 4, 9.
    II.   When prompted, enter the Admin password. (The default is "456").
    III. Set Base Profile to Skype (or Lync)
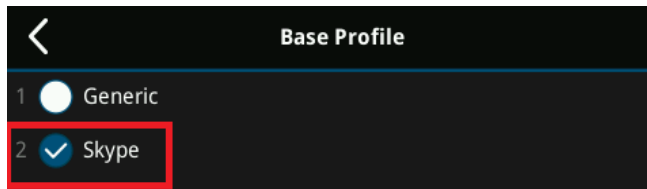
2. Enable the Polycom VVX WebUI to enable Web management.

    I.   Press the Home key and navigate to the following menu: Settings > Advanced > Administration Settings > Web Server Configuration.
    II.   If not already configured then set the "Web Server" parameter to 'Enabled' and "Web Config Mode" to 'HTTP/HTTPS'. (If a secure connection is required then set this to 'HTTPS Only'. Note that your browser will give a certificate error if you connect using HTTPS).
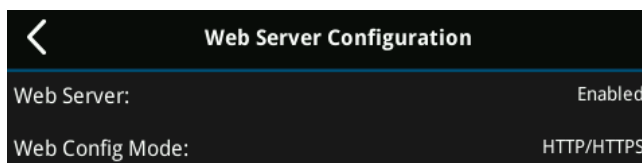

    III. After the Polycom VVX reboots you can obtain the IP address, VLAN ID and software version by holding down the MKC of; 1, 4, 7
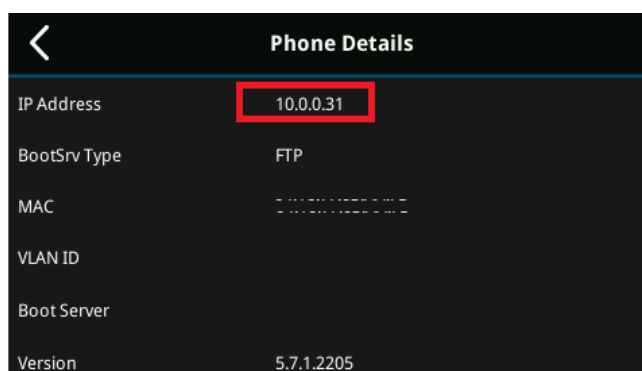
3. Software updates are provided by Skype Online. If the Polycom VVX phone has an older version of UCS software, it may not be able to connect to SfB online and thus a software upgrade is required.

    I.   Connect to the Polycom VVX Web UI (i.e. in your browser, go to: https://<IP Address shown on phone>)
    II.   When prompted enter the Admin password, same as used on Advanced Menu. (default is "456").
    III. Navigate to Utilities\Software Upgrade and Check for Updates (requires an Internet connection)
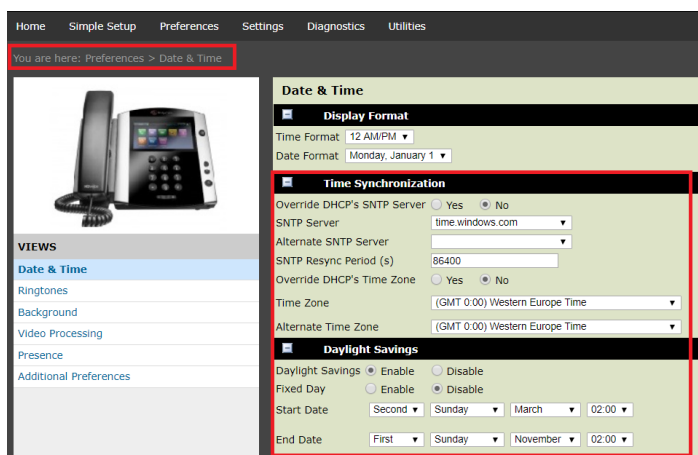   IV.   Select the latest software version (bottom of the list) and click Install

V. The phone will reboot and initiate a software update which can take up to 30 minutes depending on Internet access speeds

VI. Once the software has been upgraded you can "Clear Upgrade Server"
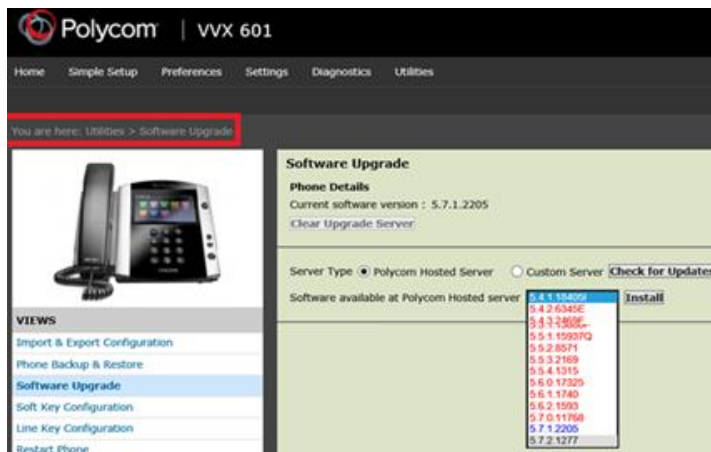
4. Backup the Configuration. Before making major changes to your phone via the WebUI, it is recommended that you backup your phones configuration. Clicking the "**Phone Backup**" will create a **.pbu** file.

5. Restore to Factory Settings. The Polycom VVX can be returned to factory default settings by clicking the Global Settings "**Restore**" button

6. Date & Time Settings including Daylight Saving settings can be configured.

7. For More Information
    I.   https://www.youtube.com/watch?v=8zt4CA34r7Y
    II.   http://blog.schertz.name/2016/12/polycom-ucs-5-5-for-vvx-phones/
    III.   https://support.polycom.com/content/support/apac/china/en/support/voice/business-media-phones/vvx401-411.html