











Configuring Polycom SoundPoint IP300 SIP Phone

• Operations performed on the phone:

1. Connect the power cable to the Polycom IP phone (hereafter referred to as phone), the LAN cable and the handset/headset to the respective sockets. Wait until the phone reboots.
2. Press Setup and give the administrator password as 456 and press OK
3. If you don't want DHCP, to disable it, select EDIT and then use  and  on the right side menu to choose disabled and press OK. Proceed to the next step to enter the IP address. If DHCP is enabled, leave the default settings in the DHCP menu and proceed to Step 6 (Gateway IP Address).
4. Enter the IP address (if DHCP was disabled) Press EDIT and first octet is highlighted
[For Eg: if the IP is 10.10.10.5 then type 10 and press the  and fill in 10 etc till the IP address is filled completely ..press OK
5. Enter the subnet mask (For eg: 255.255.255.128) in a similar fashion as above press OK
6. Enter the IP of the Gateway(For Eg : 10.10.10.1) Enter the IP gateway in a similar fashion press OK
7. Ignore the Server type setting press 
8. Ignore the SNTP address press 
9. Ignore the GMT offset press 
10. Enter the DNS server (for eg: 20.20.20.5 enter this as done for IP address) press OK
11. Ignore DNS Alternate Server press 
12. In DNS Domain type for example **sipedu-univ1.tamu.edu**. To type in lower case, continue to use the keypad. To enter Uppercase letters, press a->1A twice to get the display to show A-> a1 and type using the keypad.
13. Leave CDP disabled press 
14. Ignore VLAN ID Press EXIT
15. The Display will show EXIT Option ..the first choice being EXIT without SAVE choose the second option SAVE and REBOOT by depressing the  [The other choices can be selected by depressing the  and press the SELECT key. Set the option to SAVE and REBOOT and press the SELECT key. The phone will update the settings depending on the choice and will REBOOT
16. It will display “ cannot contact boot server and booting with existing conf and will start loading the Application and the phone will boot up to the existing setup and Congratulations ! you can make calls.

The volume settings can be changed by pressing the + or the – key at the bottom of the keypad
In order to dial an IP address , lift the handset and press the button under Name and dial the IP using the * key for the . and # key for the @ symbol (incase of a SIP ID)

- **Operations performed on the webpage:**

1. Enter the URL of the phone as for example `http://10.10.10.5` in a browser. This is the IP address of the phone. Press SIP Configuration. The factory default user name is **Polycom** (case sensitive) and password for administrator is 456 and the settings can be modified.

2. Click on the “Sip Conf.” link.

Under the Servers category enter in the following information.

Server 1

Address: `sipedu-univ1.tamu.edu`

Port: 5060

DNS Lookup: UDPonly

Expires: 3600

Register: 1

Retry Time Out: 0

Retry Max Count: 0

Line Seize Time Out: 30

3. Once done click the “Submit” button at the bottom of the page. The phone will reset to apply the config.

4. Once phone is done rebooting login to the web page and click the “Registration” link.

5. Under the Registration 1 category enter the following information.

Identification

Display Name: “User assigned to the phone”

Address: `username@sipedu-univ1.tamu.edu`

Auth User ID: “Username from proxy”

Auth Password: “Password for user assigned to proxy”

Label: “Name of the line as it appears on the phone”

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6. Click the “Submit” button at the bottom of the page. The phone will reset to apply the config.

7. Congratulations, now you are ready to place VoIP calls !!