

# Set-up for Polycom with the Digital Telephone in BB938

*The Polycom requires an analog phone line, however this phone line is not available in BB938. We have acquired an adapter that will allow the Polycom device to work with digital telephones. The set-up may seem complicated at first but once you do it a couple of times, it will become straightforward—just follow the steps outlined below.*

## Equipment Checklist:

1. OTO Dept. **Polycom SoundStation** (with phone cable and power adapter).



2. KONEXX Conference Connector (this is the digital to analog phone adapter).

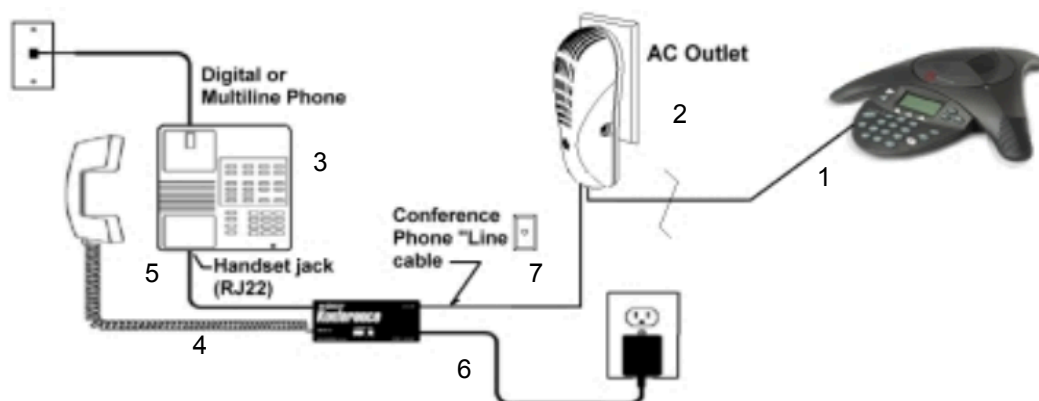


3. Telephone (located on the wall by the door in BB938)



## Setting up the Konexx Conference Konnector with the digital telephone and Polycom SoundStation:

### Quick Guide (for visual learners):



The telephone "phone" line is connected to the wall jack, the Konnector is connected to the handset jack on the back of the telephone, the handset is unplugged from the telephone and connected to the Konnector and the Konnector is plugged into the AC outlet. On the other end (*right side*) the Polycom power cord is plugged into an AC outlet and the Polycom "phone line" is plugged into the Konnector.

### Step-by-step instructions:

1. Place Polycom on the conference table and unwrap the power cord and phone cord.
2. Plug the Polycom power cord into AC outlet located under the telephone by the door.
3. Remove telephone from the wall (it comes off easily).
4. Unplug the coiled cord from the handset plug on the back of the phone and plug it into the KONEXX jack labeled "HANDSET".
5. Plug the short cord on the KONEXX into the handset jack on the telephone base (from which you just removed the coiled cord).
6. Plug one end of the KONEXX AC adapter into the power jack on the end of the KONEXX and the other into the AC wall outlet.
7. Plug the telephone cord from the Polycom into the KONEXX jack labeled "DATA PORT".
8. Leave the handset in the cradle of the phone until ready to place a call from the Polycom.
9. To get a dial tone on the Polycom, you must remove the handset.
10. **[Note: the dial tone will only last 10 sec, if you don't place your call within this short window, replace the handset, remove it and try again.]**


### Connecting to GoToMeeting:





1. Place/remove handset from cradle of telephone.
2. On Polycom, press the large oval button with telephone symbol:
3. Listen for dial tone, if you don't hear a dial tone repeat step 1.
4. Dial in to Go-To-Meeting:

	Manual
Dial GoToMeeting Number	9 +1 (312) 757-3121 (Listen for GoToMeeting welcome message.)
Access Code	859-647-957 (Press #)
Audio Pin	Press #



## Connecting to GoToMeeting using pre-programmed numbers:

1. Place/remove handset from cradle of telephone.
2. On Polycom, press the large oval button with telephone symbol:  

3. Listen for dial tone, if you don't hear a dial tone repeat step 1.
4. Dial in to Go-To-Meeting using "Phonebook" on Polycom:

	Using phonebook pre-sets
Press white "menu" button on upper left of Polycom.	
Using up and down arrow keys and "check/select" button, select "Phonebook".	
Select "1 OTO CONF" then press "dial" using option key.	
To auto-enter Access Code, go back to "Phonebook" using "menu" button, select "2 Access Code", then press "dial".	

**[Note: This may take a little practice.]**

## Breakdown:

1. Unplug power cables from the wall.
2. Unplug Polycom from Konexx.
3. Disconnect Konexx from telephone.
4. Disconnect coiled handset from Konexx
5. Re-connect coiled handset to "HAC" port on back of telephone.
6. Replace phone on the wall (check for dial tone).
7. Return Polycom and Konexx to 11<sup>th</sup> floor conference room.

