



## Polycom Configuration Guide (FTP)

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## Handset Configuration

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Please use the following instructions to setup a Polycom handset to automatically configure and upgrade itself:

*Note - User the up, down, left and right arrows to navigate around the screen and the Tick key to select an option. Please be aware the FTP server is due to be phased out in 2013 handsets will need to be configured for HTTPS configuration after this date.*

1. Press Menu > Settings > Advanced [you will be prompted for the phone password which is 456 by default]
2. Once logged on > Admin Settings > Network Configuration > Server Menu...
3. Change the Server Type to "FTP" by pressing Edit then the up/down arrows.
4. Change Server Address to "83.137.182.78" without the quotation marks.
5. Change the Server User to "FTP Username" without the quotation marks.
6. Change the Server Password to "FTP Password" without the quotation marks.
7. Do not make any further changes.
8. Exit, save settings and reboot the phone.

This will download the latest firmware and re-format the phone. The phone may take approx. 5 minutes to re-configure itself so updates should only be done during quiet periods or out of normal working time. Also, as each phone is downloading several megabytes of data it is advisable to only update a few phones at a time unless this procedure is done out of ours.