



# Setup Guide Polycom VVX501 Phone (Touch Screen Model)



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://lynpcpin.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. Touch **Sign In > PIN Credentials**.
2. By Extension, enter **4 followed by your four-digit extension (4####)**.
3. Touch **PIN**.
4. Enter your **Skype PIN**.
5. Touch **Sign In**.
6. 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.



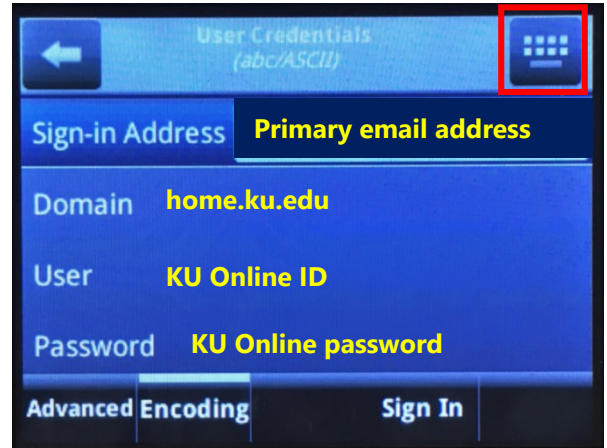
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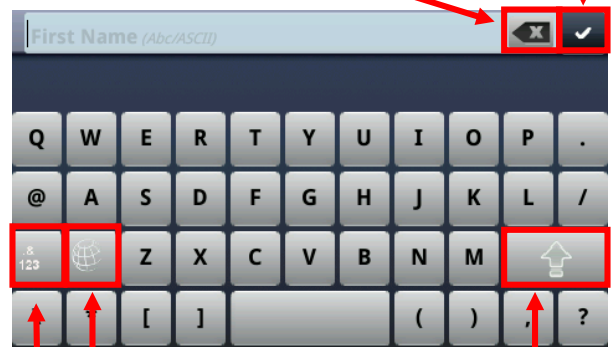
To sign in using email and password:

1. Touch **Sign In > User Credentials**.  
Or, press the **physical home button > Settings > Basic > Login Credentials**.
- TIP: For the following entries, tap the small keyboard icon in the upper-right corner of the screen to access the onscreen keyboard. Or, you can use the physical number buttons on the phone. See the special character guide below if you choose this method.
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. Touch the **sign in button** or select the button.
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.

Tap for the on-screen touch keyboard



Backspace Touch when finished



Different keyboard options Capitalize  
Extra characters

## 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