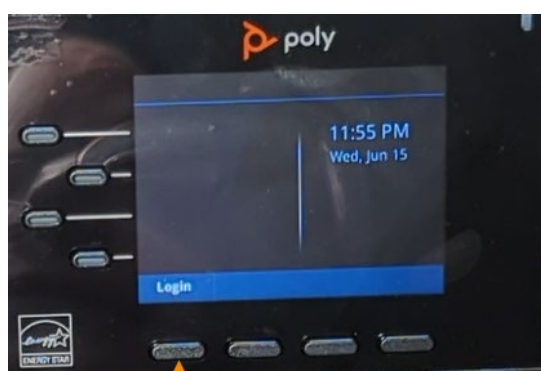


Poly VVX Phone Log In

Max UC Quick Start Guide

To begin, you will need the telephone number and the password. The password can be reset in CommPortal. In this example, we are using a Poly VVX 250. The experience on other models may vary. The experience may also change with future updates.

1. Press the **Login** button.
The **Phone Login** screen displays.
2. In the **Number** field, enter the telephone number and press the down arrow to move the cursor to the **Password** field.
3. When entering your password, use the **Encoding/Mode (abc)** button to access various character sets (UPPERCASE, lowercase, key characters). Depending on the complexity of your password, you may need to press the button multiple times to switch between character sets. The current character set displays on screen above the button. The table on page 2 provides a quick reference for entering different character formats.
4. When finished, press **Submit**.
The phone registers with Allstream's network for configuration. The phone may reboot multiple times before it is ready for use.



Login



Frequently Asked Questions

What's the purpose of the telephone number and password combination?

This combination entered when you first log in on the phone tells the phone what telephone number it belongs to. The benefit is that if you have received a bunch of phones, you can decide on the fly at installation which phone goes to which desk. Typically, you only need to log into the phone once.

If I change my password in CommPortal later, am I forced to log into my phone again?

Generally, no.

When might I need to re-enter my password?

- If, for any reason, the phone gets reset to default.
- You (your business) needs to use the phone for another telephone number.
- If an error/fault condition occurs.

When won't I need to re-enter my password?

- When you power-cycle the phone (the phone still knows what telephone number it belongs to)
- Upon changing your CommPortal password (the phone still knows what telephone number it belongs to)

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TASK	ACTION
Enter numbers or characters in uppercase, lowercase, or title case mode	Press Encoding/Mode and select ABC , abc , or Abc .
Enter only numbers	Press Encoding/Mode and select 123 .
Enter text in another language	Press Encoding/Mode and select a language option.
Enter a character	Press a dial pad key repeatedly to view the character options and stop when the character you want displays in the field. Wait one second, then enter the next character.
Enter a number	Press Encoding/Mode and select 123 or press a dial pad key repeatedly to enter the number displayed on that key.
Enter a special character	<p>Press Encoding/Mode and select ABC, abc, or Abc. Press the 1, 0, * (asterisk), or # (pound) key one or more times to enter one of the following special characters:</p> <ul style="list-style-type: none">• 1 key: ! ' ^ \ @ : 1• * key: * - & % + ; ()• 0 key: / , _ \$ ~ = ? 0• # key: # > < { } [] " ' ` <p>Note: You cannot access special characters when you are in numerical (123) mode.</p>
Enter a space	<p>Press Encoding/Mode and select ABC, abc, or Abc. Press the 0 key.</p> <p>Note: You cannot enter a space when you are in numerical (123) mode.</p>
Delete one or more characters	Use the arrow keys or drag your finger across to position the cursor to the right of the character(s) you want to delete. Press the Delete key or << softkey.