How to Log Into Your Polycom Phone as A Mac User

For Mac users, the Polycom Web Config is the easiest way to log into your physical phone. In order to navigate to this page, enter the IP address of your phone into the address bar on your web browser. (See next page to locate IP).

This page can be bookmarked for easy access in the future, if it is not already.

The password for this page is not the same as the password to log into your phone. If you cannot remember the password corresponding to this page, please call ITSS.
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Locating Your Phone IP Address

Note: Press the Home Button on your polycom phone to bring up the menu above.

Continued Below
Once logged in, locate the 'Settings' drop down menu. The option of interest—‘Lync SignIn’—loafs around at the bottom of the menu.
Set the ‘Authentication Type’ to ‘User Credentials.’ Then, write in your full PUC email address into both the ‘Sign-in Address’ and the ‘User’ boxes. The password for this page is identical to the one used for accessing your webmail account.