

Self Installation Polycom 5000 / 6000 IP Conference Phone

1 Confirm the **E911 ADDRESS INFORMATION** for the location of your IP Centrex equipment:

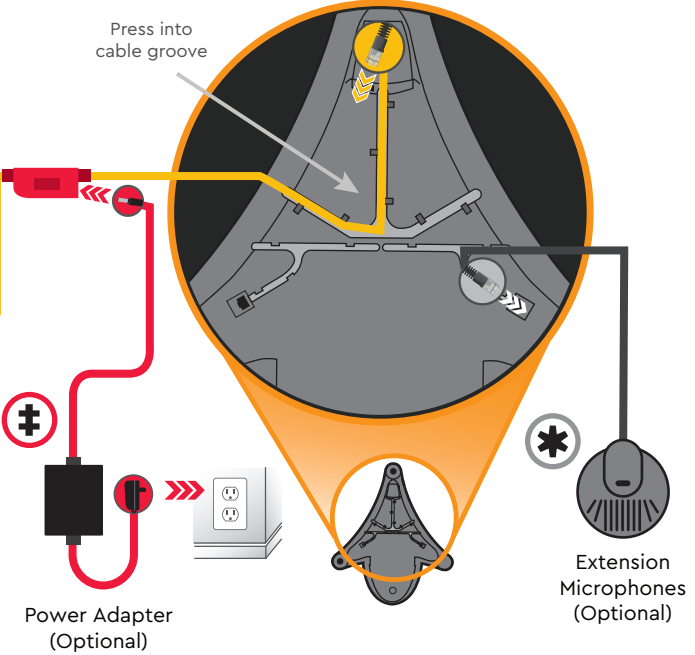
1. Go to www.coxbusiness.com
2. Click on **Sign in MyAccount**
3. Enter your MyAccount login credentials
4. Click **Manage E911 Information**
5. Follow the prompts

! **IMPORTANT:** The E911 address information **must be updated** whenever the phone is moved to a new location. **Affix the E911 decal** (included) so users can view this information.

2 Connect the **ETHERNET CABLE** to an active port on your **firewall/router** or **LAN Switch**. Connect the other end to the LAN port on the back of the phone.



3 **WAIT!** The line keys will light up when the phone is active and ready for use. This may take up to 3 MINUTES.



⊕ **OPTIONAL A/C POWER KIT**
An A/C power adapter may have been included if your LAN switch does not provide Power over Ethernet (PoE). Using the Regional Power Cord and Power Adapter, connect one end to the Power Insertion Cable, and the other end to a wall outlet.

***** **OPTIONAL EXTENSION MICROPHONES (6000 only)**
Connect the free end of the optional extension microphone cable to one of the microphone connectors on the phone.

The following figure shows the optional extension microphones connected to the microphone connectors on the phone.

? To access quick reference and user guides, visit www.coxbusiness.com/starthere and select your phone make and model.

☎ For Customer Support contact 1-866-272-5777