Virtual PBX Complete™ Phone Setup Guide

Thank you for choosing Virtual PBX. Setting up your new phone is easy as 1-2-3!

1. **Assemble your phone.**
The included Polycom Quick Start Guide can help.

   Assemble your phone.
   Connect to internet & power.

2. **Assign phone to an extension.**
   **New clients:** Skip to step 3. Your phone has already been assigned to an extension in your system.

   **Existing clients:** Please reference the enclosed document “Assigning a VoIP Phone to an Extension”.

3. **Connect to internet & power.**
   Wait 30 seconds for the phone to boot.

   **That’s it!**
   Just pick up the phone and dial to make calls. Dial 123123 to test.

**Help files:**
VoIP phones: [http://www.virtualpbx.com/support/voip](http://www.virtualpbx.com/support/voip)
System training: [http://www.virtualpbx.com/support/training](http://www.virtualpbx.com/support/training)

**Got questions?**
Email: support@virtualpbx.com
Call: 888-825-0800, option 2
Or dial: 611 from your working VoIP phone