



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.

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>

System training: <http://www.virtualpbx.com/support/training>

Got questions?

Email: support@virtualpbx.com

Call: [888-825-0800](tel:888-825-0800), option 2

Or dial: [611](tel:611) from your working VoIP phone