

CenturyLink Phone Installation Instructions

Follow these easy steps to set up your new phones.

Kit Setup

1. Remove the phone from the kit and insert the base into the back of the phone.
2. Connect the handset to the handset jack on the phone using the handset cord.
3. Connect the long network cable from the port on the back of the phone labeled LAN, to a network jack with DHCP IP address assignment and Internet access.
4. Connect the power supply to the power supply port on the back of the phone then plug into an electrical outlet.
5. The phone will start booting. When ready, place a test call.



Polycom VVX300

Connect power supply here



Connect to network jack

Connect handset here

Troubleshooting

1. Phone powers on but cannot make calls.
 - a. Verify that you have connected phone to a network connection with DHCP IP address assignment and Internet access. Validate this by plugging in a laptop to the same LAN cable network jack and validating that the laptop gets assigned an IP address and can reach the Internet.
 - b. Make sure you did not plug the network cable into the computer port on the phone.
 - c. Move the phone to another network port.
 - d. Contact support at XXX-XXX-XXX