



## Polycom® CX3000 IP Conference Phone

### Quick User Guide

For use with Microsoft® Lync™.

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### About Your Phone

The Polycom CX3000 IP Conference delivers exceptional conference calls in Microsoft Lync environments.

### Signing in to the CX3000

You can sign in to the CX3000 phone in Basic or Enhanced mode. Basic mode provides you with access to your contacts, local call logs, and voicemail. Enhanced mode provides you with access to all of the Lync features available for your phone and requires you to connect your phone to your computer and sign in to Lync.

#### To sign in using Basic mode:

- 1 In Desk Phone Setup, enter your phone number or extension and select **Next**.
- 2 Enter your six-digit PIN number and select **Sign In**.

#### To sign in using Enhanced mode:

- 1 On the Welcome screen, select **Yes**, as shown next.



- 2 Connect a USB cable from your computer to the USB port on the phone.
- 3 Press **Sign In** on the phone.
- 4 Enter to enter your login credentials—username and password—into the Lync client on your computer.

You only need to connect the phone to your computer the first time you sign in using Enhanced mode.

After you connect your phone to your computer, set your phone as your primary device in the Lync client.

#### To set your phone as your primary device:

In the Lync client, click **Tools > Audio Device Settings**, and select **Polycom CX3000** as your primary audio device.

### Making Calls

You can make phone calls in the following ways:

- Pick up the handset and dialing a contact.
- Call a contact from the **Contacts** screen.
- Call a contact by searching for a contact using the keypad.
- Call from the Lync client on your computer.

#### To call from the **Contacts** screen:

- 1 From Home, select the **Contacts** icon .
- 2 From the Contact Groups screen, select the group of a contact.
- 3 Select a contact, and select **Call**, as shown next.



#### To call by searching for a contact:

- 1 Enter your contact's name or phone extension using the phone's keypad.

# Polycom Cx3000 User Guide

**Lauren Gardner**



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