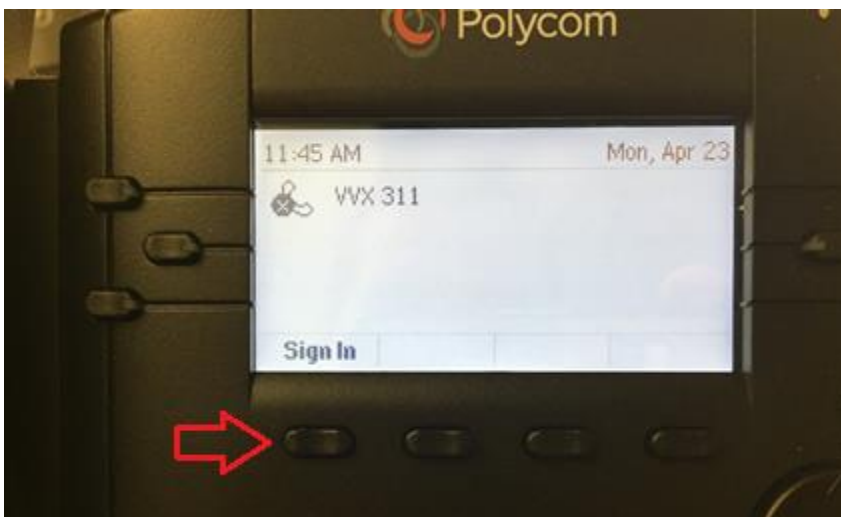


# Connecting a Polycom Phone to Skype for Business

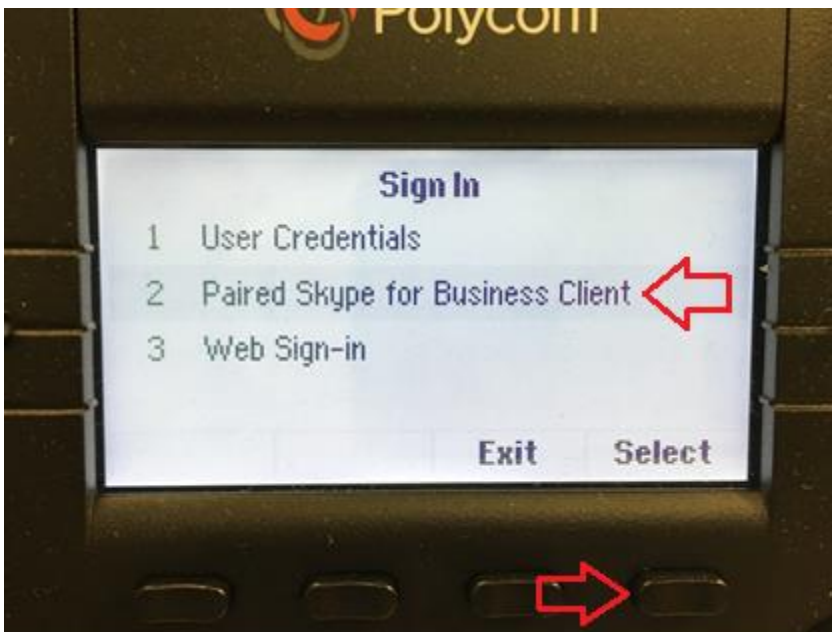
## Using Skype for Business on SSS Desktop/Laptop to Connect

Requires your computer to be plugged directly into your phone for network connectivity with Polycom BToE Connector installed.

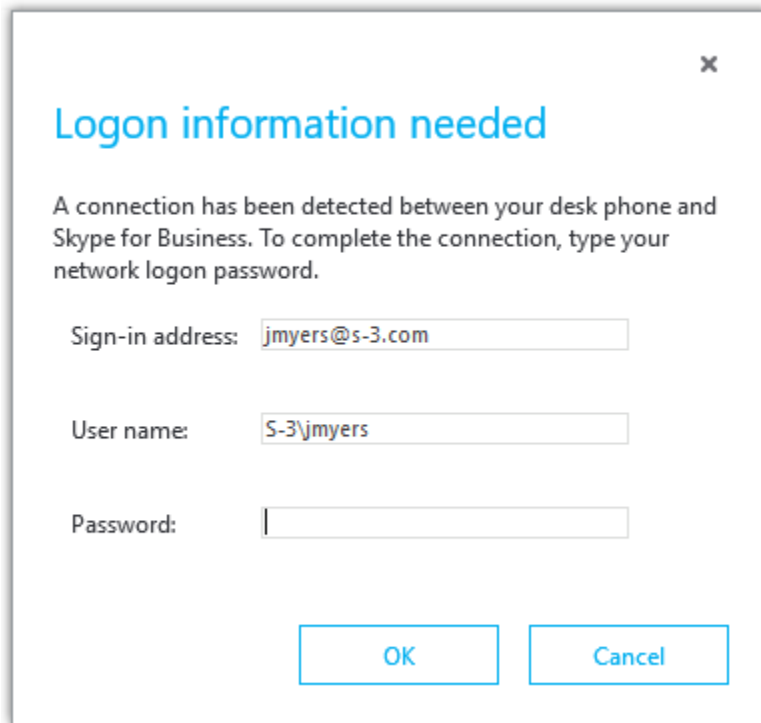
1. Launch Skype for Business on your computer and sign in.
2. Press **Sign In** button on phone. This step is unnecessary if your phone automatically paired with your computer.



3. Select **Paired Skype for Business Client** using the direction buttons and press the **Select** button.

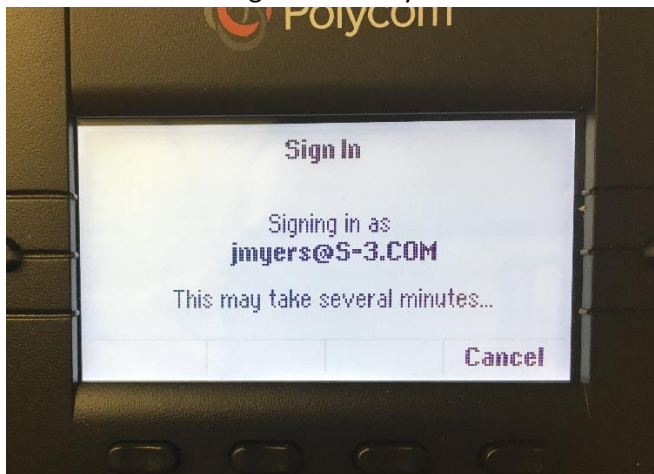


4. Enter your credentials if prompted on your computer. Note that the login prompt may be minimized or behind other windows.



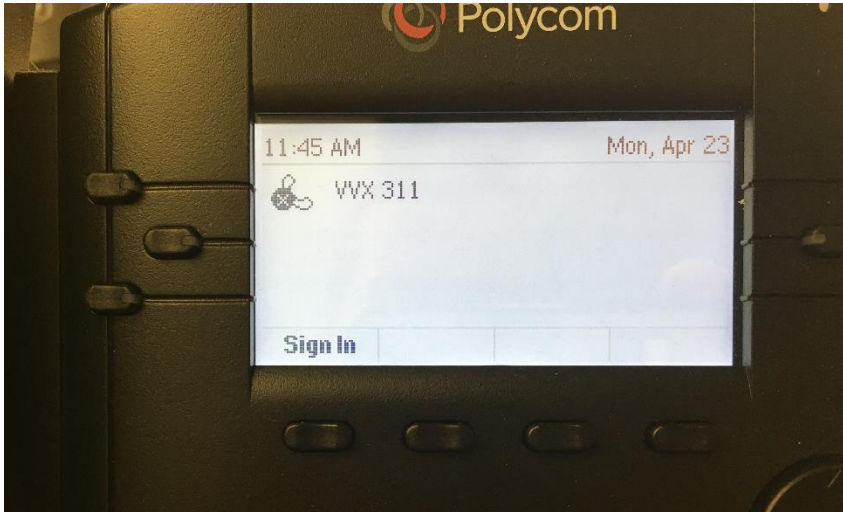
A screenshot of a Windows dialog box titled "Logon information needed". The dialog box has a close button (X) in the top right corner. The text inside reads: "A connection has been detected between your desk phone and Skype for Business. To complete the connection, type your network logon password." Below this text are three input fields: "Sign-in address:" with the value "jmyers@s-3.com", "User name:" with the value "S-3\jmyers", and "Password:" which is empty. At the bottom of the dialog box are two buttons: "OK" and "Cancel".

5. Phone will start to sign in and may take 3-5 minutes to complete.

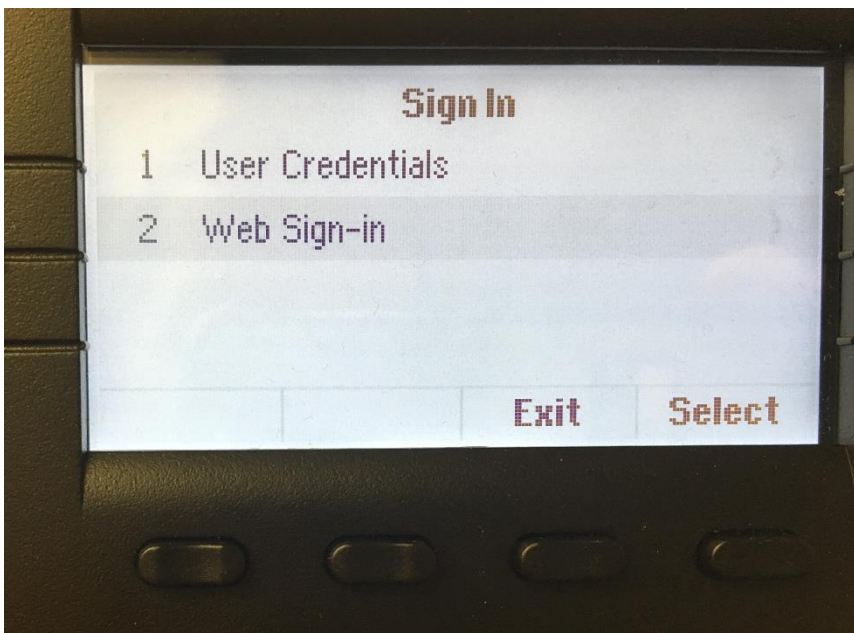


## Using Web Sign-in to Connect

1. Press **Sign In** button on phone.



2. Select **Web Sign-in** using the direction buttons and press the **Select** button.



3. A website (<http://aka.ms/sphone>) and code will be displayed on the phone.
4. Go to the website (<http://aka.ms/sphone>) in a web browser.
5. Enter your s-3.com email address and click **Verify email**.
6. Sign in with your email address and click **Next**.
7. Enter your password. Note that the login prompt may be minimized or behind other windows.
8. Enter the device code from the phone display and click continue.

Enter the code that you received from the application on your device

Phone Code Here

## Polycom Skype for Business Certified Phone

Click Cancel if this isn't the application you were trying to sign in to on your device.

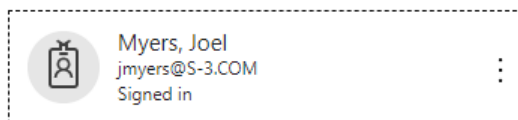
Continue

Cancel

9. If prompted, click on your account.

### Pick an account

You will be signed in to Polycom Skype for Business Certified Phone. Click Back if this isn't the application you were trying to use on your device.



Use another account

Back

10. Phone will start to sign in and may take 3-5 minutes to complete.

