

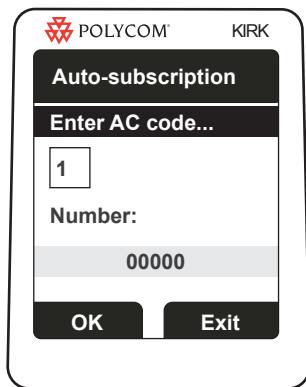
Polycom KIRK Base and Handset Activation Process

Base Unit Activation

Before activating any handsets assigned to the base, you must activate the base unit.

Here's how:

1. **Equipment Connected**—Make sure the base (and handsets) you want to activate are connected and powered up.
2. **Order Shipped Email**—Refer to the **Order Shipped** email for the **Activation Codes** for the base unit.
3. **Turn on a new handset.**
 - You will see **Enter AC** (Activation Code) on the phone screen.
 - Enter the code **0000** to enable the handset to communicate with the base unit.

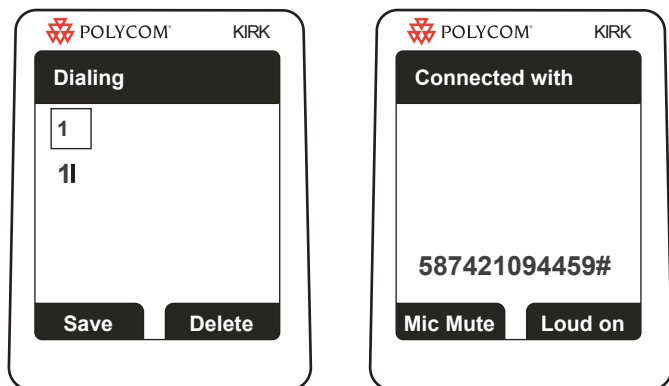


TIP: If you are not prompted to **Enter AC**, power down the handset, wait 2 minutes and power it up again. If that fails, please refer to the **Advanced Activation** section of this document for instructions.

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4. Dial 1 to enable the handset to temporarily connect to the base.



- Enter the activation code for the base, followed by the # key.
- You will hear a recorded message confirming your activation was successful.
- You will see a flashing red light on top of the base unit while it automatically restarts.
- After a few minutes, you will see a solid green light on the base unit.

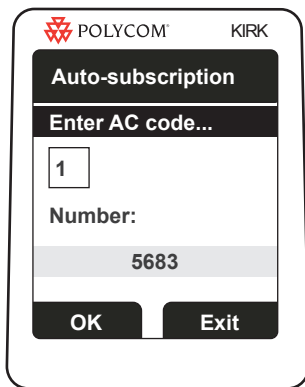
You are now ready to activate the handsets for this base.

Handset Activation

Once you've activated the base, you can now connect the handsets to it.

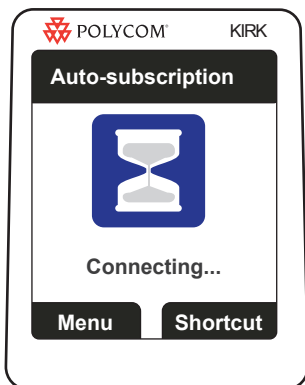
Important: If you have multiple handsets, be sure to activate your handsets in the exact order specified in the **Order Shipped** email.

1. **Order Shipped Email**—Refer to the **Order Shipped** email for the **Activation Codes** for the handset(s) you wish to activate. This email also specifies the order to activate them in.
2. **Check Your Base Unit**—Be sure you've already activated the base unit and it is within 100 feet of the handset(s).
3. **Power Down Handset**—Power down the handset you are activating by holding down the left softkey for 2 seconds, then press **Yes**.
4. **Power Up Handset**—Wait 2 minutes, then hold down the left softkey for 2 seconds to power up the handset.
5. **Enter Activation Code**—You will see **Enter AC** (Activation Code) on the phone screen. Enter the 4-digit activation code for the handset.



TIP: If you are not prompted to **Enter AC**, power down the handset, wait 2 minutes and power it up again. If that fails, please refer to the **Advanced Activation** section of this document for instructions.

After you enter the activation code, you will see **Connecting...** on the handset screen.



You will see your extension number on the display. Your handset is ready to use.

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Advanced Section for Activation (use only if needed)

Use this method to manually enter an activation code ONLY if you cannot get the **Enter AC** prompt or if a connection to the base you want to connect to fails.

To manually enter an activation code

1. Using the softkey sequence: [Menu] > [Settings] > [Advanced] > [Login] > [Create Login] > [Select Base Unit] > [Enter AC]
2. **Enter Activation Code**—Enter the activation code and press the # key.

How to select base units

If you have multiple base units, after you select **Create Login**, you may need to select the base unit you need to connect to from a list of base units. This is done based on the ARI number printed on the back of the base units. Just select the ARI number of the base unit you are connecting to.

If you encounter difficulty after a few attempts to activate, please contact 8x8 Support at 888.898.8733.

Do not press the reset button on the base unit, unless instructed to by 8x8 Support, as it will do a full factory reset and you will lose your ability to connect your cordless KIRK phones to 8x8 phone service.



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