

How-To: Change your password on Sage Polycom phones

In this article, you will learn how to change the password on your Polycom phone.

Here's how it's done

Press "Messages"

On your Polycom phone, press "Messages". The location of this button will depend on the model of your Polycom unit (see location of the button on the right).



[click photo to enlarge](#)



[click photo to enlarge](#)

Enter Extension

When prompted, type in your extension number (followed by the "#" key).

Enter (Original) Password

Enter the password you have originally set for yourself (followed by the "#" key).

Enter "0", "5"

Press "0". Then press "5".

Enter New Password

Enter your new password (followed by the "#" key). The system will then confirm that your new password has been set.

Wrapping up

This article has shown you how to change the password of your Polycom phone. If you are unable to change the password, do not remember your password, or are just having trouble with the phone in general, please submit a service request with the [Sage IT Service Center](#).

Related articles

- [How-To: Change my Sage password via Sage Passport](#)
- [How-To: Add a Recovery Email and Phone Number to your Sage Alumni Google Account](#)
- [Password Information](#)
- [How-To: Recover my Sage password via Sage Passport](#)
- [How-To: Setup your Voicemail Remotely](#)