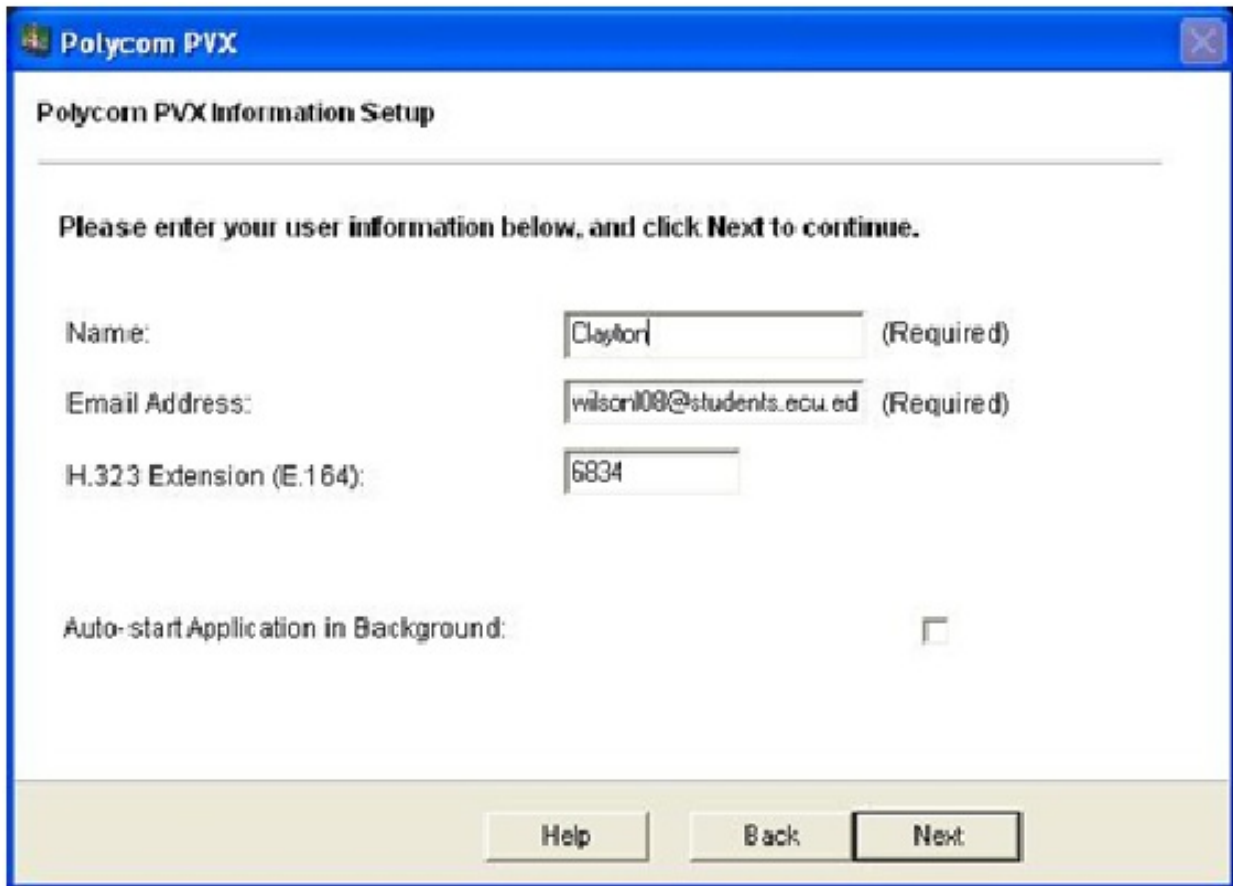


Polycom PVX Software Installation and Use

1. Insert the Polycom software CD and the first screen that appears will ask you your language preference. On the following screen, click next.
2. The install screen will then appear. Once you've clicked next on the install screen it will then take you to the license agreement. Click yes and select next on the following prompts until the program has completed the installation process.
3. Once installation is complete, launch the Centra program for the first time. The following screen will appear:



The screenshot shows a Windows-style dialog box titled "Polycom PVX" with a blue header bar. The main title is "Polycom PVX Information Setup". Below the title is a horizontal line. The text reads: "Please enter your user information below, and click Next to continue." There are three input fields: "Name:" with the value "Clayton" and "(Required)" next to it; "Email Address:" with the value "wilson108@students.ecu.edu" and "(Required)" next to it; and "H.323 Extension (E.164):" with the value "6834". Below these fields is a checkbox labeled "Auto-start Application in Background:" which is currently unchecked. At the bottom of the dialog are three buttons: "Help", "Back", and "Next".

List the information that will be displayed for your contacts to see. Leave the H.323 Extension field at its default setting. Click next.

4. You will then be taken to the following screen:

Polycom PVX

Directory Setup

The application supports Global Directory Servers (GDS). To register with GDS, enter the server names or IP addresses.

Global Directory (GDS)

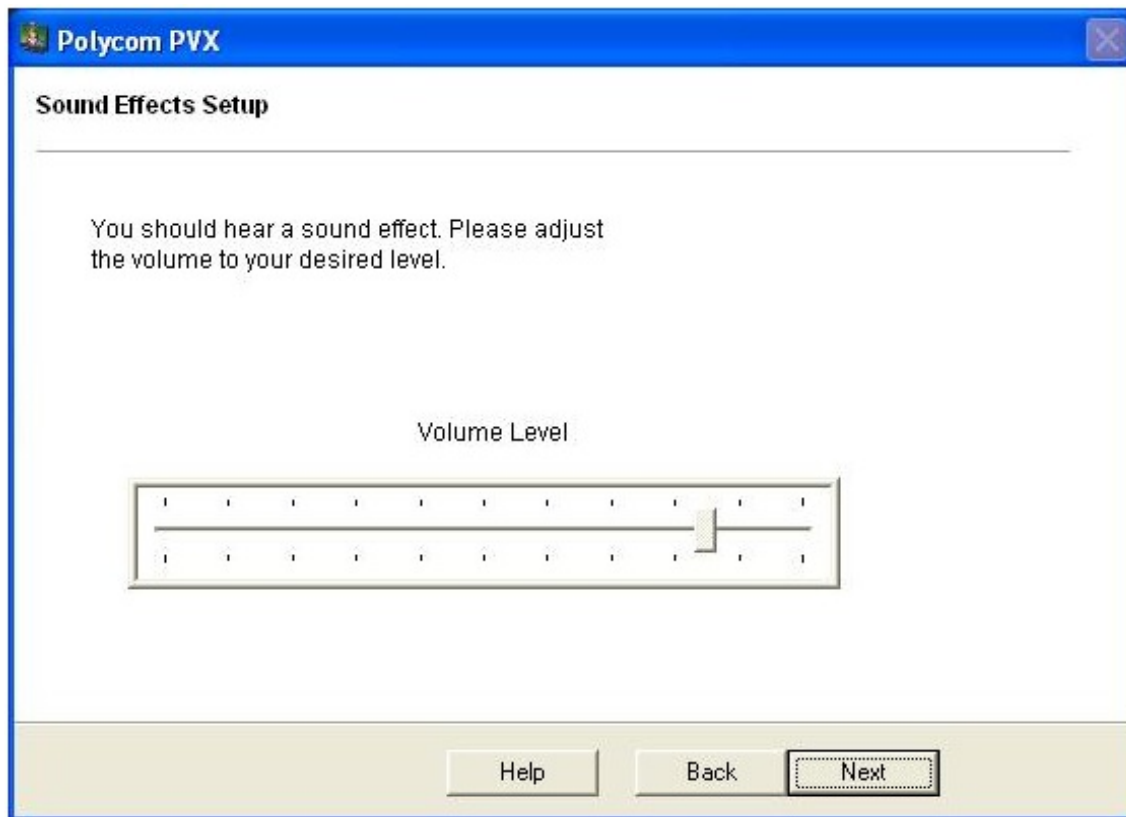
| | |
|-----------------------------------------------------|----------------------------------------------------|
| <input type="text" value="gab.austin.polycom.com"/> | <input type="checkbox"/> Register with this Server |
| <input type="text"/> | <input type="checkbox"/> Register with this Server |
| <input type="text"/> | <input type="checkbox"/> Register with this Server |

Help Back Next

ECU recommends that you do not register with any ILS or GDS server. To ensure that you are not registered, simply clear out the fields and uncheck the option to "register with this Server".

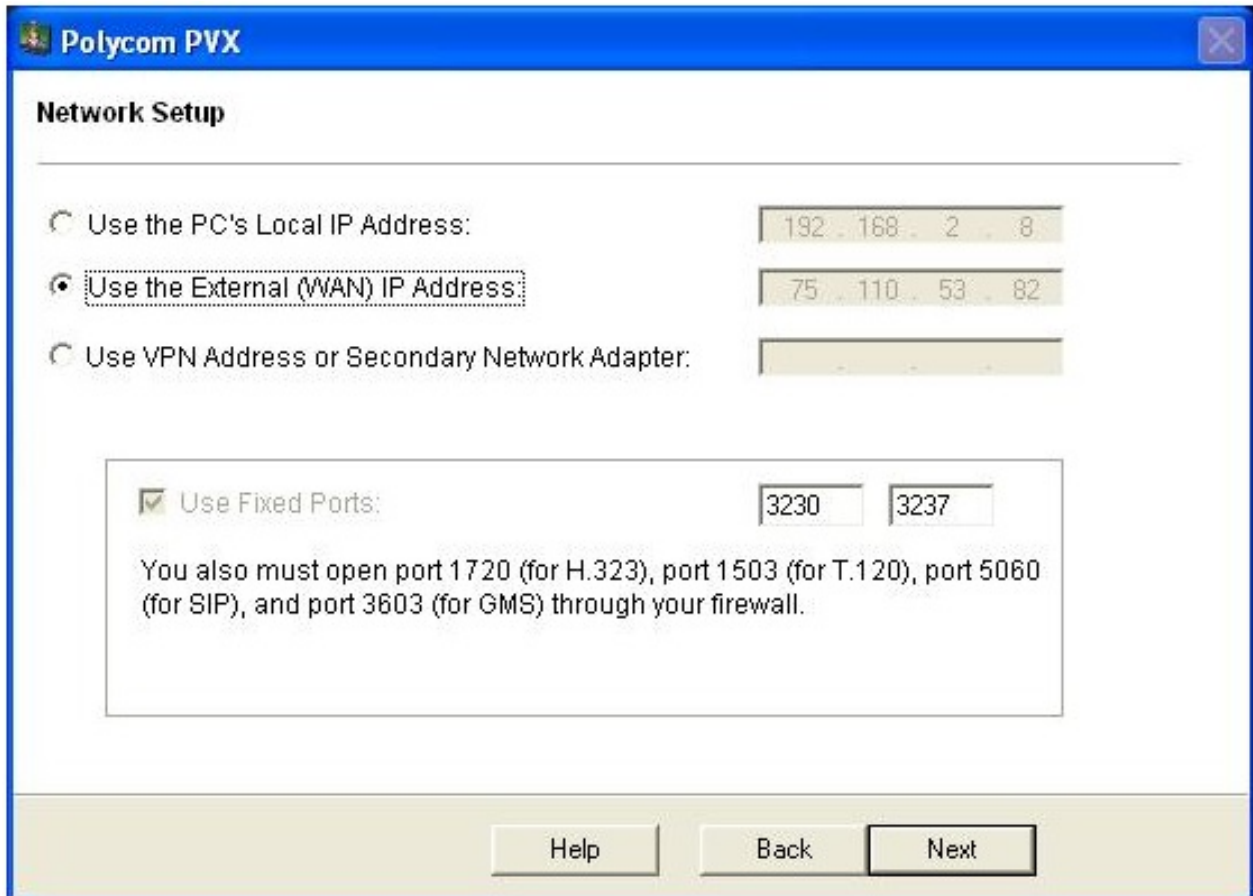
5. The following screen will explain a feature of Polycom that enables you to send and receive virtual greeting cards. Click next.

6. You will then be taken to a screen shown below that will enable you to adjust your audio:



Once you have your audio adjusted to a comfortable level click next.

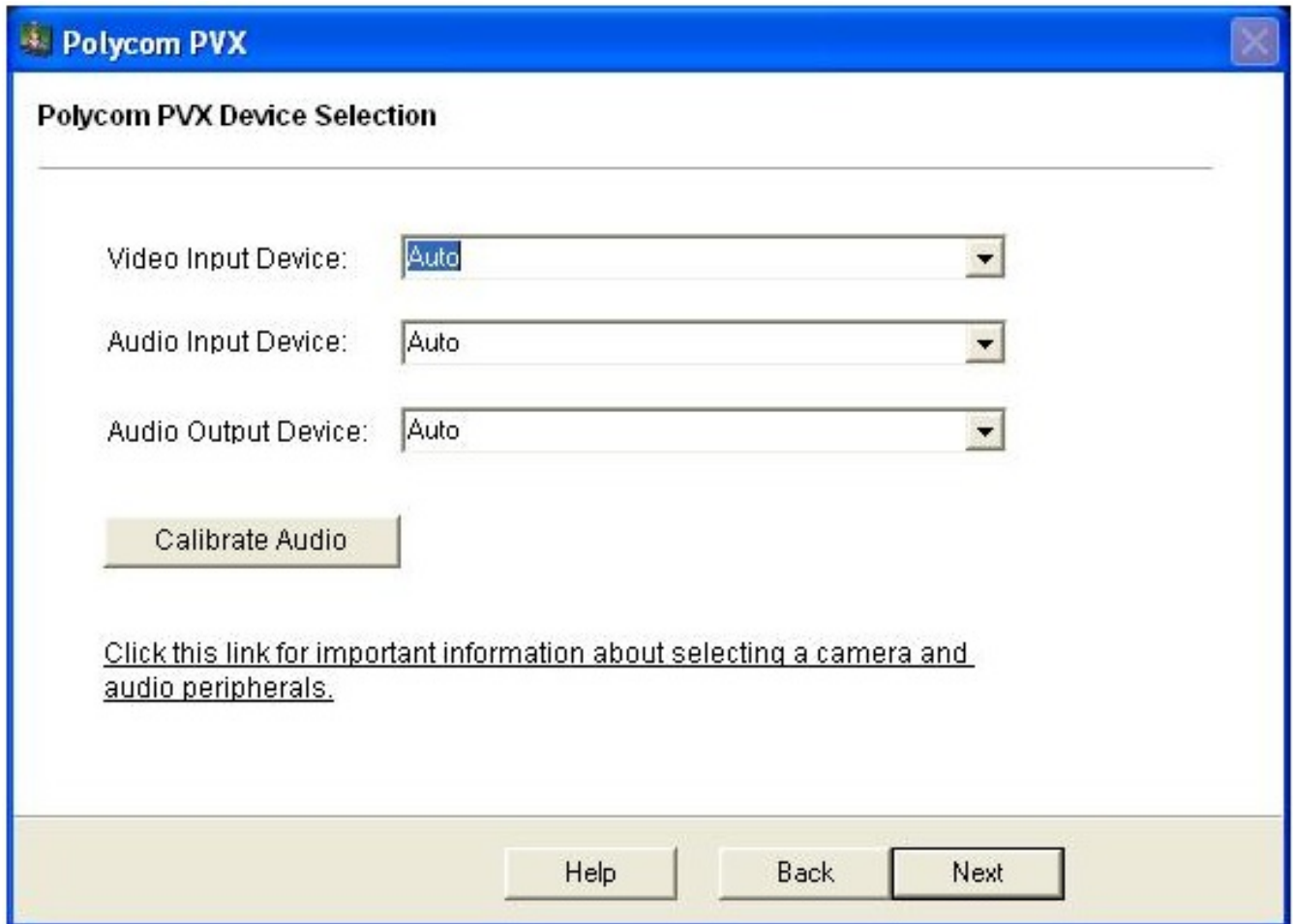
7. The next window, shown below, will walk you through the process of setting up your computer's network for use with Polycom PVX:



The screenshot shows the 'Polycom PVX' window with the 'Network Setup' section. It features three radio button options for IP address configuration. The first option is 'Use the PC's Local IP Address' with a text box containing '192 . 168 . 2 . 8'. The second option, 'Use the External (WAN) IP Address', is selected and has a text box containing '75 . 110 . 53 . 82'. The third option is 'Use VPN Address or Secondary Network Adapter' with an empty text box. Below these options is a section for 'Use Fixed Ports' which is checked, with two text boxes containing '3230' and '3237'. A note below this section states: 'You also must open port 1720 (for H.323), port 1503 (for T.120), port 5060 (for SIP), and port 3603 (for GMS) through your firewall.' At the bottom of the window are three buttons: 'Help', 'Back', and 'Next'.

If you are working from ECU's campus you need to select "Use the PC's Local IP Address". Note: If you wish to be able to receive calls, you will need to submit a ticket to the ECU help desk requesting a Static IP address enabled for Videoconferencing use. Someone will have to install the new IP address on your computer before you can receive calls. If you are connecting from a home computer that connects through a router, you will need to select "Use the External (WAN) IP address. When you are finished, click next. ECU recommends leaving the Fixed Ports options at their default values.

8. The next screen allows you to select the devices you are going to use with Polycom:



The screenshot shows a window titled "Polycom PVX" with a subtitle "Polycom PVX Device Selection". The window contains three dropdown menus for device selection: "Video Input Device" (set to "Auto"), "Audio Input Device" (set to "Auto"), and "Audio Output Device" (set to "Auto"). Below these is a "Calibrate Audio" button. At the bottom, there are "Help", "Back", and "Next" buttons. A link is provided for more information: [Click this link for important information about selecting a camera and audio peripherals.](#)

In most cases the computer will automatically recognize the video and audio devices that you will be using for Polycom PVX, so setting each field to Auto is likely to work best. In the case where more than one audio or video device is connected to your computer, you can use the drop down menu to select the device that you plan to use for your Polycom PVX calls. Click next, and then click finished and your Polycom PVX software will have been installed.

9. You will then receive notification that you need to activate your Polycom PVX software.



Your License Number can be found on the back side of the case in which your Polycom PVX software came. It will begin with XPVX. To acquire your Activation Key Code, you have to go to the Polycom support site at: <http://support.polycom.com> and sign up for an account. Once you've signed up for an account, login and select "Activate Now". You will be taken to the screen below where you will be asked for your Serial Number. This number is the same as your License Number.

Need Help?

Try our [Activation Assistant](#) for a walk through

SITE & Single Product Activation

Serial Number*:



Next

*Enter your License number if you are activating for Productivity Site License, PVX, GMS, PathNavigator and IBM Sametime Add-in. For KWS600, enter the MAC address. Click in "?" or visit the "Activation Assistant" for more details.

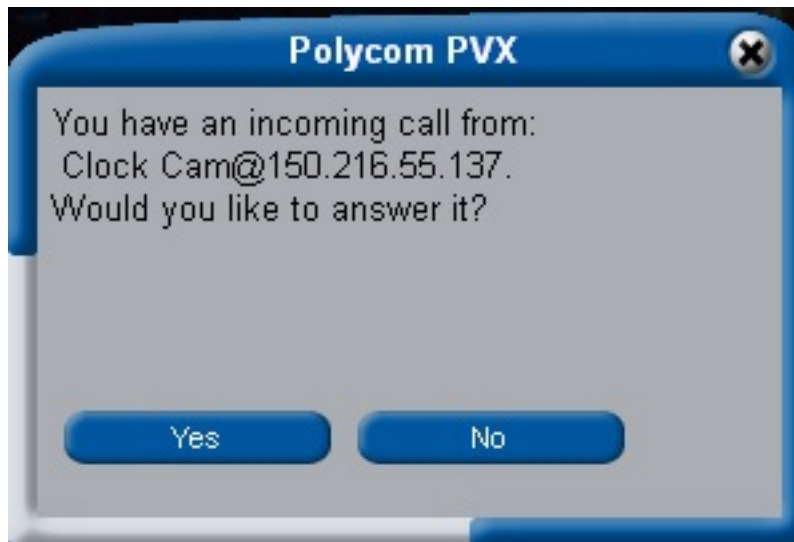
You will then be given your Activation Key Code.

10. To place a call with Polycom PVX, you first need to know the IP address of the person you are trying to call. Once you have the IP address, you can call it by entering it into the field in the upper right corner, and click on the green "Call" button.



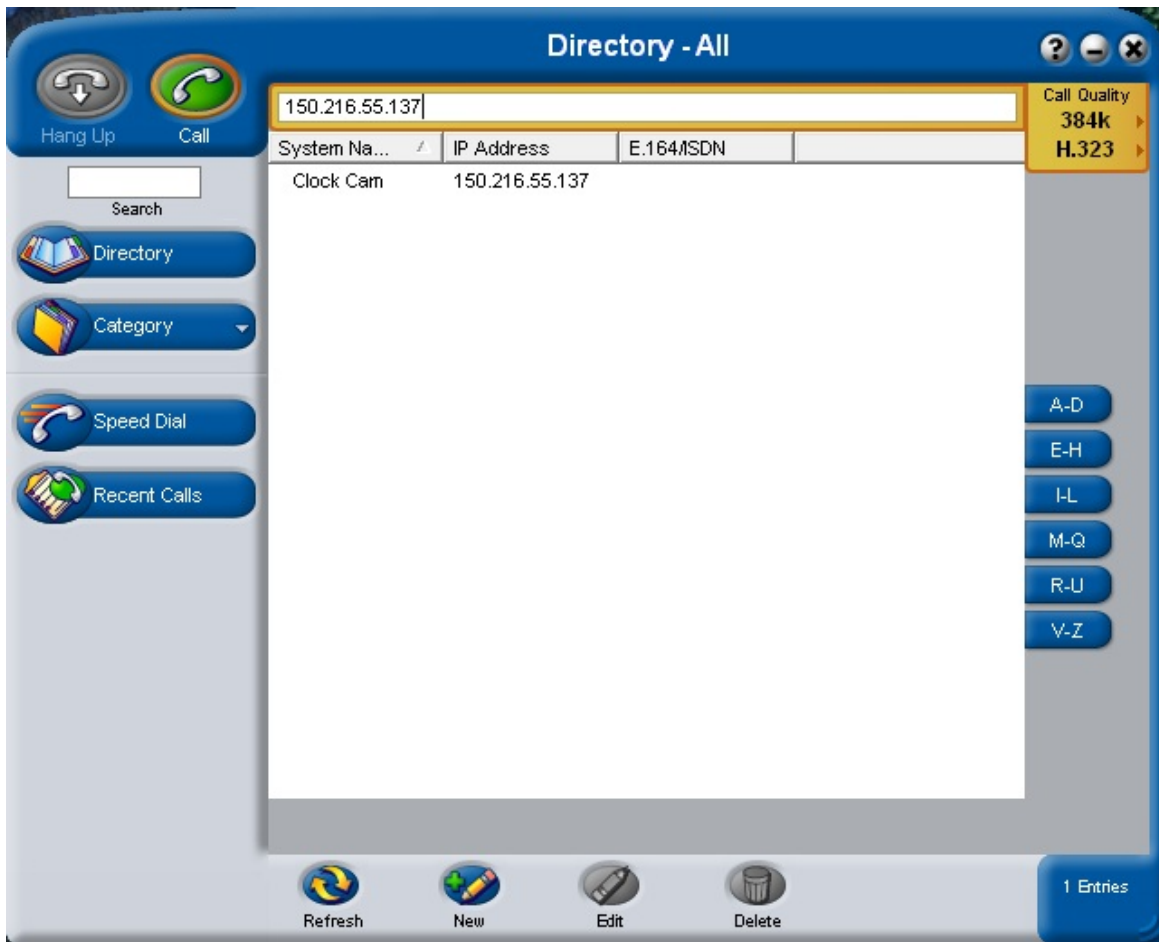
To hang up a Polycom PVX call, click on the red "Hang Up" button.

11. To receive a call, the caller must know your IP address. You can find out what your IP address is by looking in the lower left side of the screen. Once again, in order to receive calls on ECU's campus, you must request a Static IP address enabled for Videoconferencing use. Once you receive a call, you will be asked whether or not you would like to answer the call.



Select yes to answer the call.

12. Polycom PVX also provides a directory which can be used to save the IP addresses for people you call often.



To add users to the directory, click on the new button at the bottom of the window and enter the calling information for that contact. To call someone listed in your directory, click on the videoconferencing contact you wish to call and press the green "Call" button on the left side of the screen.