Polycom PVX Software Installation

The purpose of this document is to help guide users through the installation of the Polycom PVX software. This document is designed around the fact that all needed hardware has already been installed and functions correctly. Hardware installations (i.e. camera, headsets) are covered in other documentation.

Minimum System Requirements (Third Party Camera with Video and Content)

- Windows XP SP2 or Windows 2000 SP4 (*Vista support planned for 2008*)
- P4 2.2 GHz or 2200+ Athlon XP
- 256 MB RAM (512 MB Recommended)
- 100 MB available hard drive space
- SVGA Video with at least 800x600 16-bit resolution
- Audio Card
- Microsoft Software :
  - DirectX 9.0b or greater
  - Windows Media Player 9.0 or greater
- Network with at least 64Kbps throughput (Cable, DSL, or LAN)
- USB Webcam

Installation Instructions

1. Log into a Windows account with local Administrative privileges.
2. Insert the “Polycom PVX “ disc into the CD-Rom.
3. When the splash screen appears click the appropriate language.
4. Under Required software both DirectX and Media Player should both have check marks next to them. If not exit the splash screen and install the required software packages from www.microsoft.com before continuing.

5. Click “Polycom PVX 8.x.x”
6. Click “Next” to continue the installation and then click “Yes” to agree to the license.
7. Click “Next” to accept the destination folder
8. Click “Finish” to complete the installation.
Running and Registering Polycom PVX for the first time

1. Double-Click the Polycom PVX icon.

2. A Windows Security Alert Screen may open. If it does click “Unblock” to allow the “vvsys Application” to function.

3. Select the appropriate language and click “Next”
4. The application will automatically grab user information from your machine and network however this information can be adjusted to match a name that you choose and another email address. Click "Next" when complete.

6. If you can see and hear the movie, click “Next” to continue. (Note: If you do not see the movie ensure DirectX 9.0b or greater is installed. If you do not hear the movie, ensure your volume is not muted and/or you speakers are turned on / plugged in.)
7. Adjust the volume as needed and click “Next”.

8. Ensure the correct Video, and Audio devices are selected and click “Next”.
9. In all likelihood your computer will be behind a firewall and use network address translation (NAT). It is suggested that you utilize the external IP address by clicking “Yes”. (Note: If you have further questions about this setting, contact your local network administrator.)

10. The normal selection in the Network Setup screen is “Use the External (WAN) IP Address” and click “Next”.
11. Click “Finish” to complete the software initial setup.

12. If your setup was successful you should see the input of your camera on the dial screen.
13. Click the “i” in the upper left-hand corner of the window to open the “System Information” window.

14. Click the “Activate” button.

15. In the Activate Software window click the “Polycom” button which will open a web browser window with the address http://extranet.polycom.com.
16. In the web browser click “New User Account” and create an account.
17. Once you are able to log in, click on “Product Activation”.
18. Enter the License number and Serial Number and then click “Generate” to create the activation key code. *(Note: The License Key is both the License Number and the Serial Number)*

**Polycom Tech Support – 1-888-248-4143**

19. Once complete, enter the License Number (License Key) and Activation Code into the Activation Screen and click “Activate”.

20. To Test your installation you may connect to the provided ECSU Polycom IP address. If you have not been given this IP address contact either Dr. Linda Hayden (lhayden@mindspring.com) or Je’aime Powell (mailto:jeaimehp@gmail.com).