

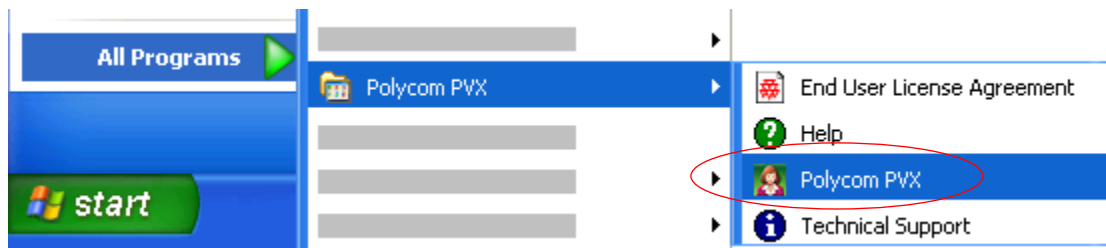
Using the Polycom PVX

Summary: This document contains instructions for using the Polycom PVX communications system:

The Following is a list of computer names and addresses for systems with the Polycom PVX installed:

Computer Name:	IP Address:
Admin Building	
AB549M40572	10.185.7.110
College Center	
CC106M40524	10.2.7.110
CC106M40542	10.2.7.113
CC110M40527	10.2.7.112
CC110M40561	10.2.7.111
CC245M40528	10.2.1.15

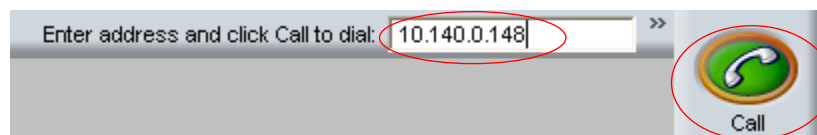
1. Locate the Polycom PVX program by going to **Start > All Programs > Polycom PVX > Polycom PVX**



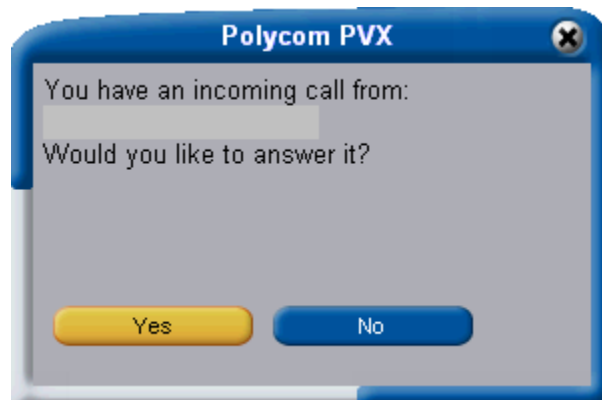
2. You will now see *Polycom PVX* window:



3. To place a call type in the IP address of the system you want to connect to in the *Enter address and click Call to dial:* box:
4. Click **Call**



5. The user on the other end will see the following window indicating an incoming call, click **Yes** to accept



6. Once connected you will now be able to chat and see each other through the video window



7. You can use the **Show Desktop** feature to display items on your computer to the other user
8. Click the **Show Desktop** button
9. When finished using the **Show Desktop** feature click on the video screen button:



10. When finished with your call, click the **Hang Up** button

