

Polycom Portable IP Unit Quick Start Guide

NOTE: If you are using a portable Polycom unit on your PC for the first time, ensure the camera is connected and turned on and that the Polycom software is installed. For more information please refer to the [How do I set up a desktop Video Conferencing solution? Ask IT FAQ](#).

Go to **Start > All Programs > Polycom PVX** and click **Polycom PVX** to run the application.

If your PVX software is set up to Display in **Main Window** view you will see:



If your PVX software is set up to Display as **Toolbar** view then you will see:



You can change your default view by clicking the display button




NOTE: If you need to supply your IP address, it will be displayed in the black box next to **My IP**.

In the white box type the IP address of the machine you wish to contact. You can also refer to the Directory on the local machine by clicking the Directory button.

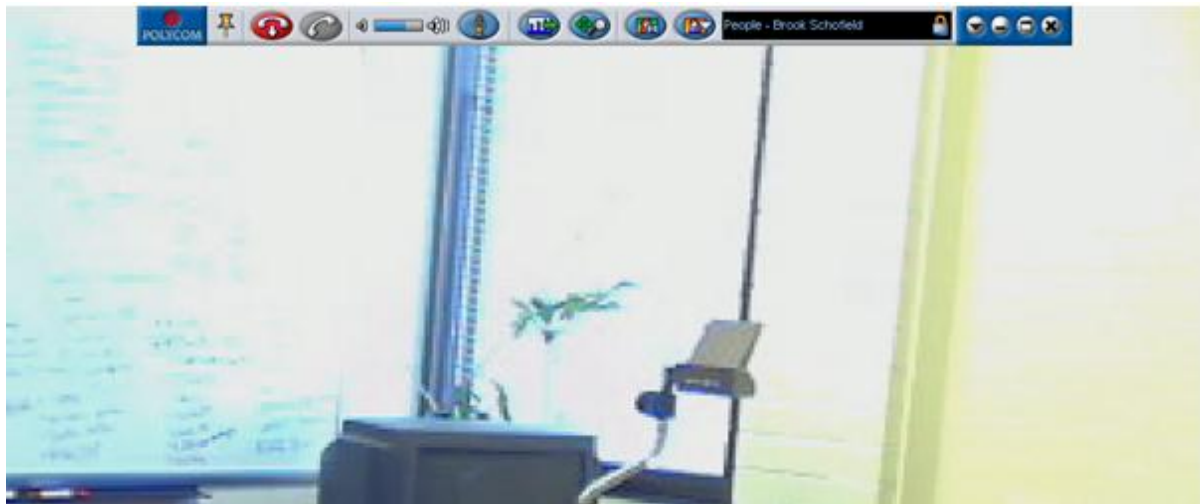



In this example we will contact 130.220.118.18.



Once you have entered the IP address of the computer you wish to contact click the green Call button. 






Once you have successfully connected to another computer you should see the room image displayed in the far screen.



When the call is completed, click the red Hang Up button 



Description of the other available control icons

	Mute your volume (so the end user can't hear you, but you can hear them)
	Picture in Picture – shows both the near and far view
	Show the Desktop – share your desktop applications
	Adjust the volume
	Access the camera controls – zoom in and out and move the camera around the room.