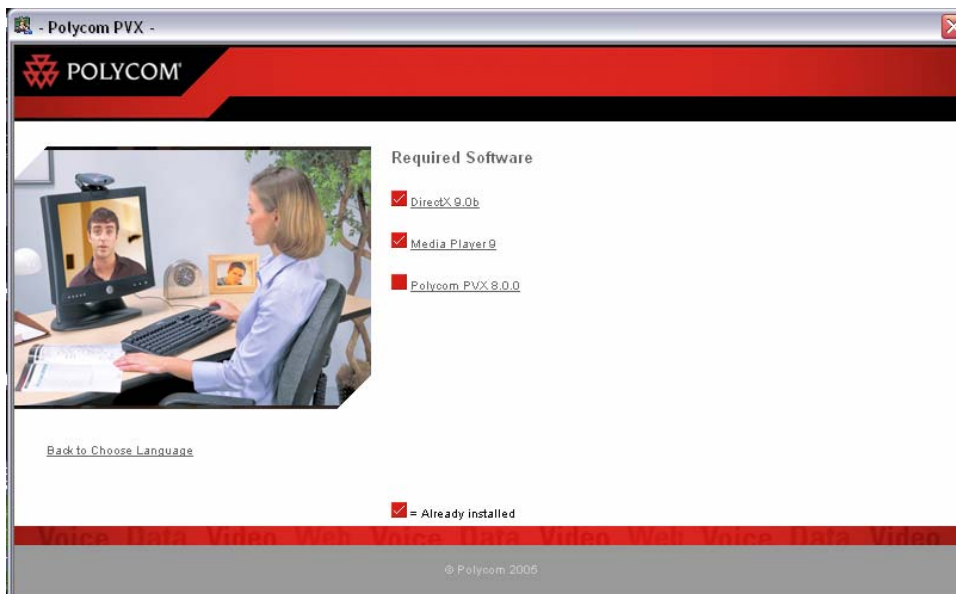# POLYCOM PVX DESKTOP VIDEO CONFERENCING SOFTWARE INSTALLATION PROCEDURE
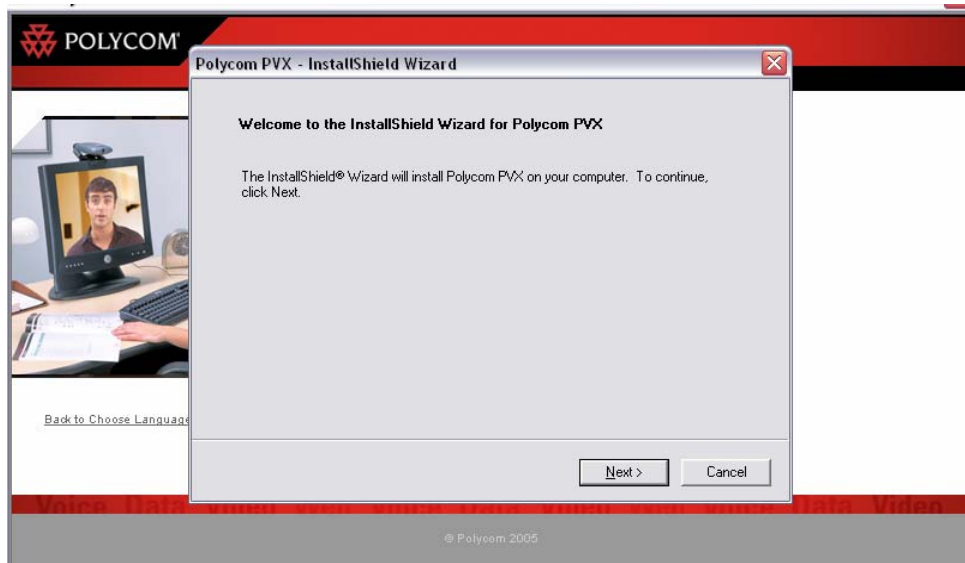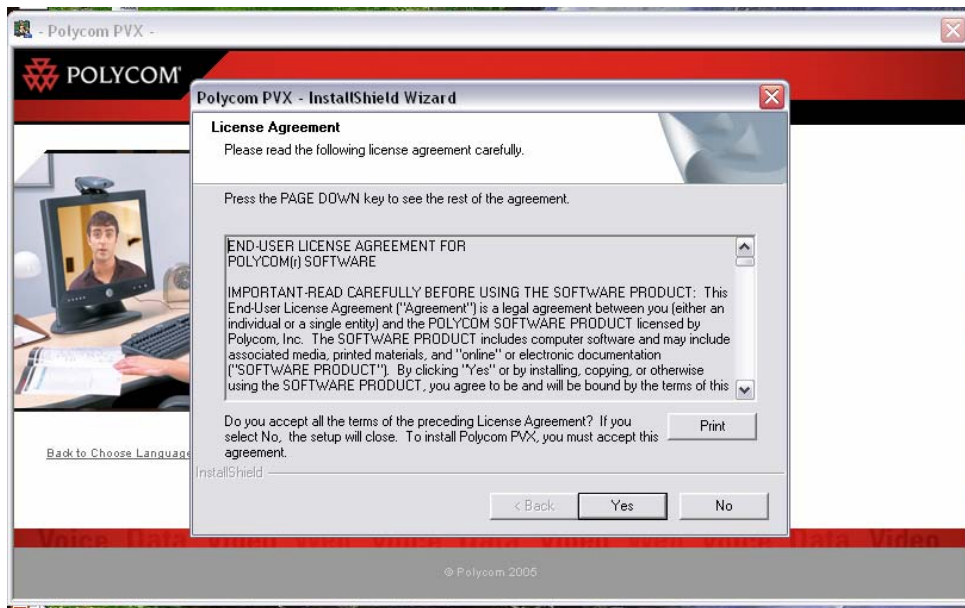
STEP 1 Select: English US

STEP 2 Select the software that is needed (Click on Polycom PVX 8.0.0)
It should only be Polycom PVX 8.0.0). This will go through InstallShield Wizard to install the software.
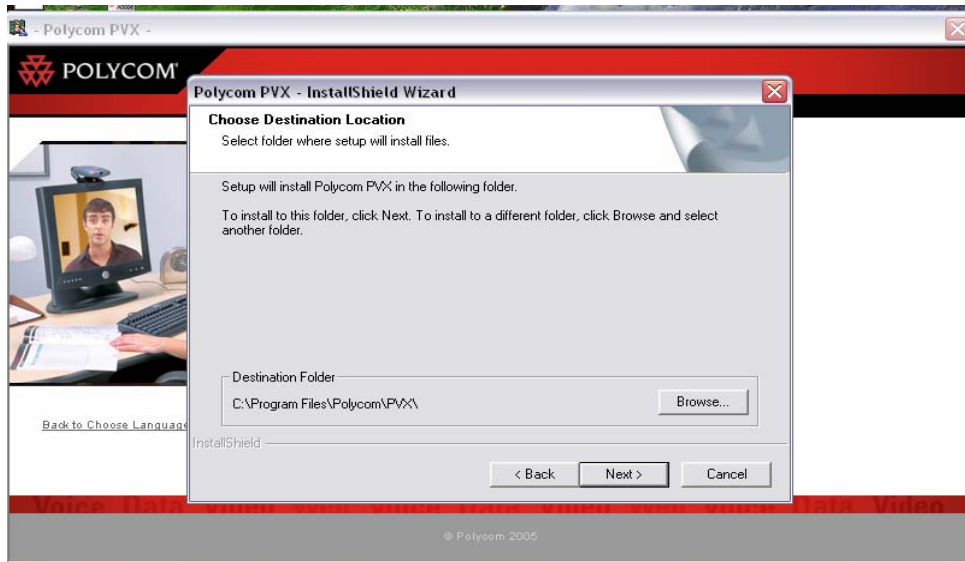
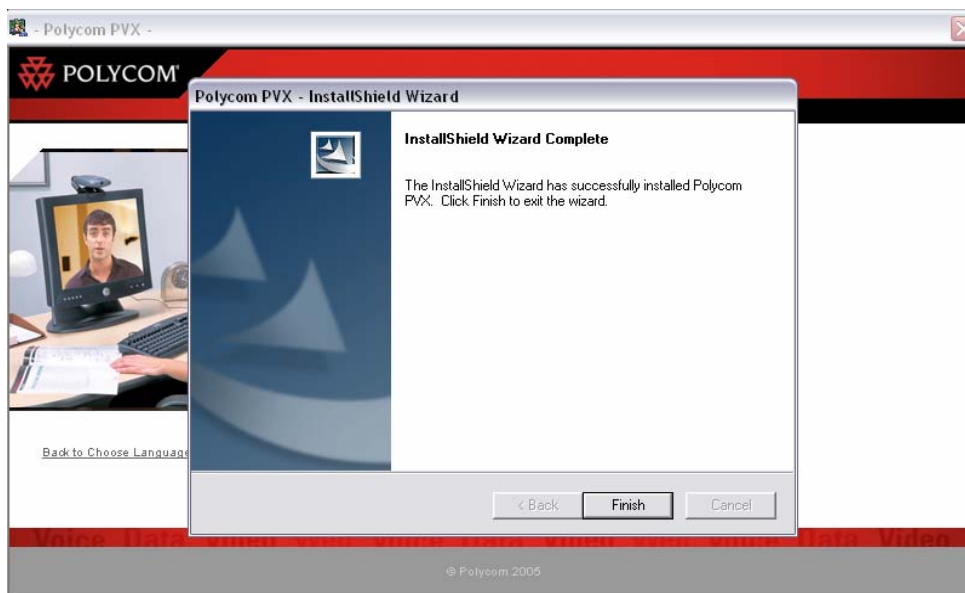**Step 3**   Select Next

Step 4   Select Yes
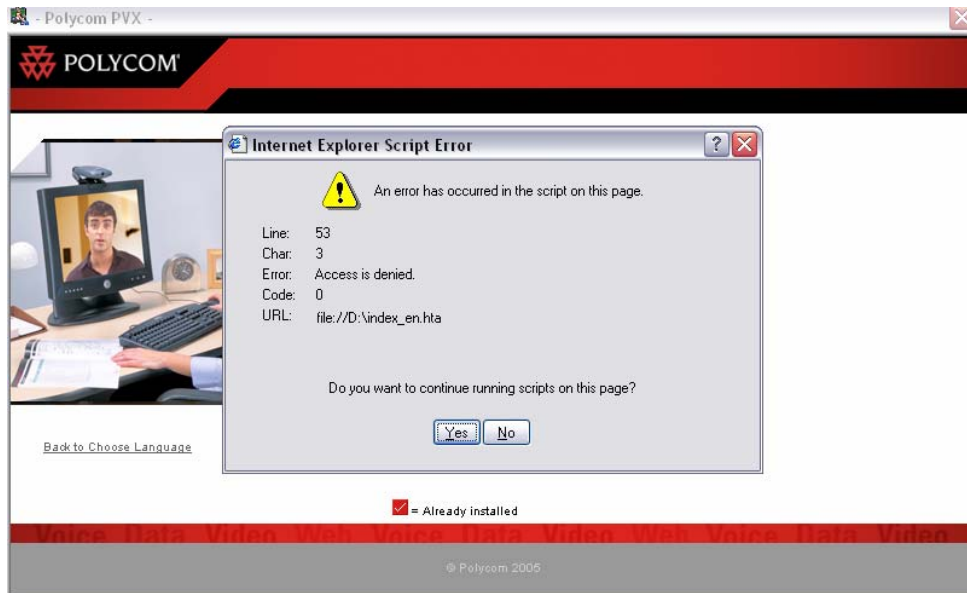
Step 5 Select Next
This step will install all of the various components of Polycom
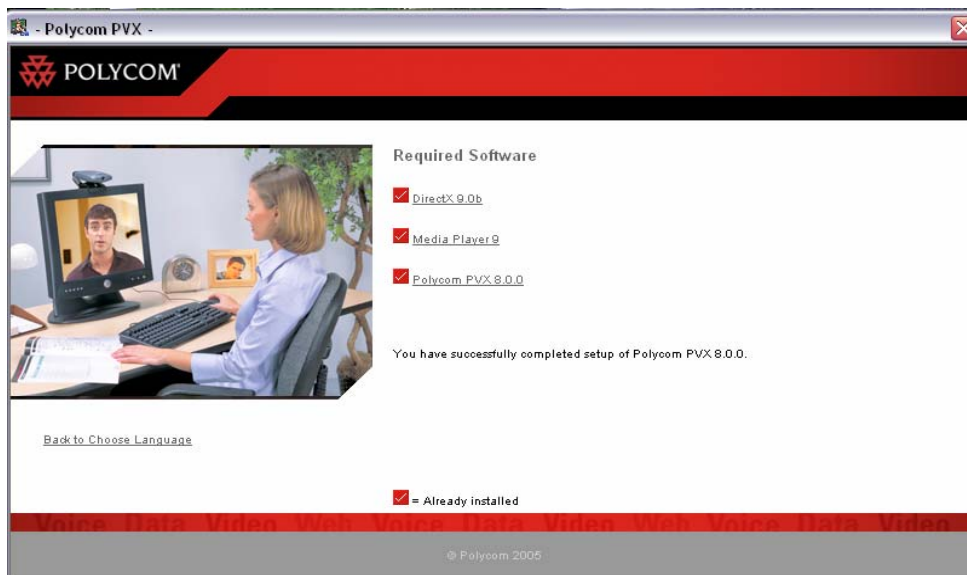

Step 6 Select Finish

If the error message appears below, click on Yes to continue. This is normal and not critical.
This step might take a few minutes.

This screen is now shown with all of the Required Software installed. Exit the installation by
closing out this screen. The "Polycom" icon should not appear on the desktop.

**Step 7** Double click on the Polycom icon to start the system.

**Step 8** Click on "Activate". This step will activate the software

Step 9   This step asks for the required information which is found on and inside the CD case. Enter the license number that is located on the back cover of the Polycom PVX case (be sure to use the tab key to tab to the next field).
Then enter the Activation Key Code that can be found in the documentation that is inside the Polycom PVX case. It is referred to as the Key Code.(again using the tab key to tab to the next field).

When all is entered, click on Activate.
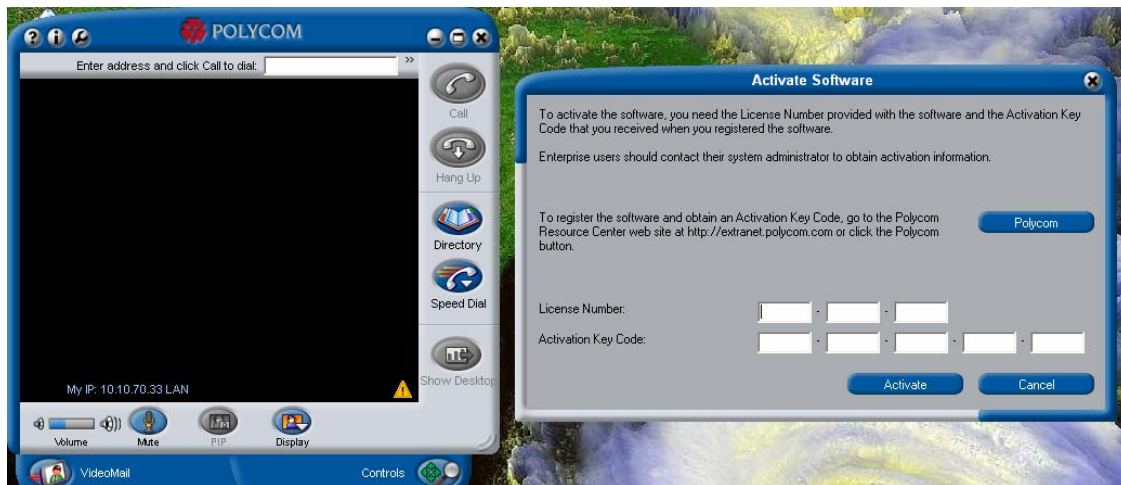
Step 10   Now click on OK to continue
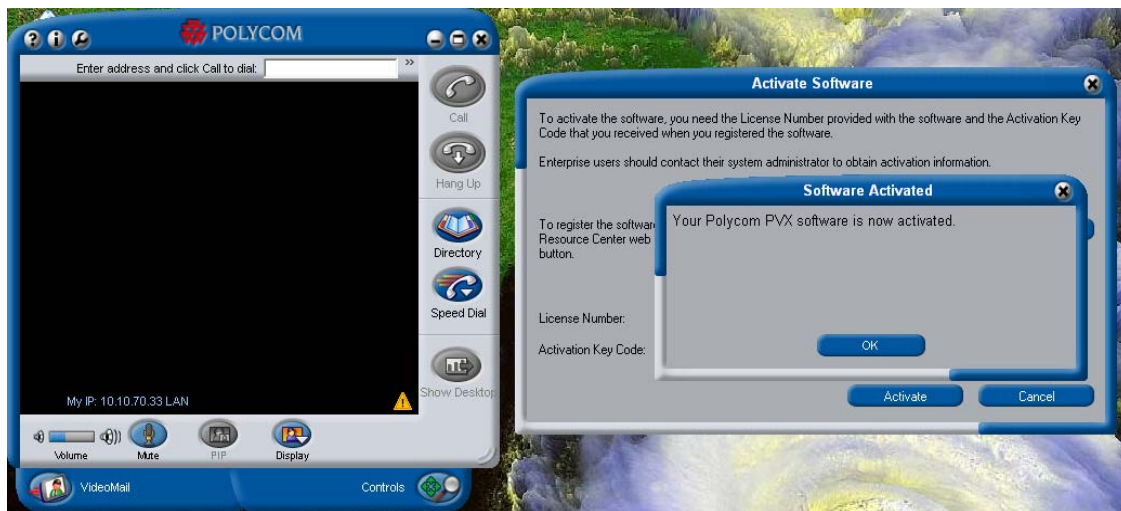
Next we need to setup your software to work on our network.
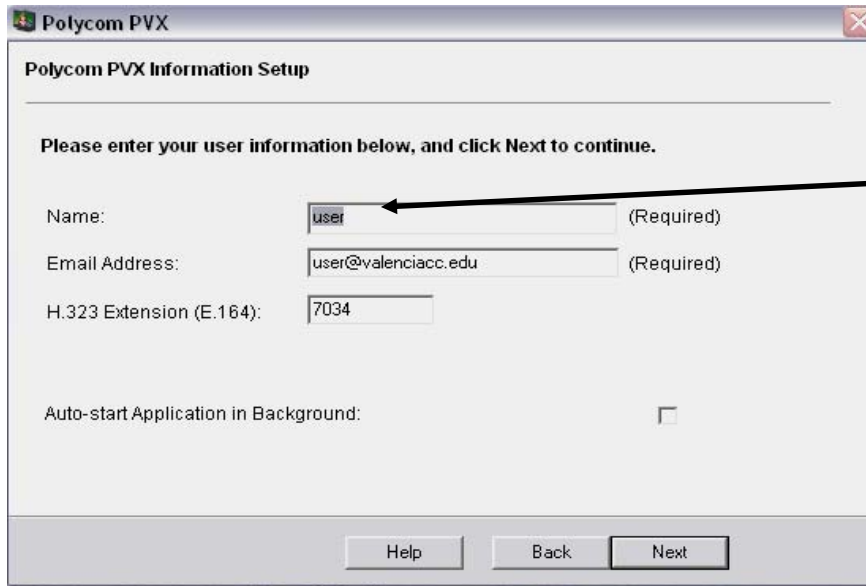

Select NEXT

Select No, do not use GMS
Select NEXT

This screen will require you to enter your own information for: Name, email address, and phone extension.

Polycom PVX

Polycom PVX Information Setup

Please enter your user information below, and click Next to continue.

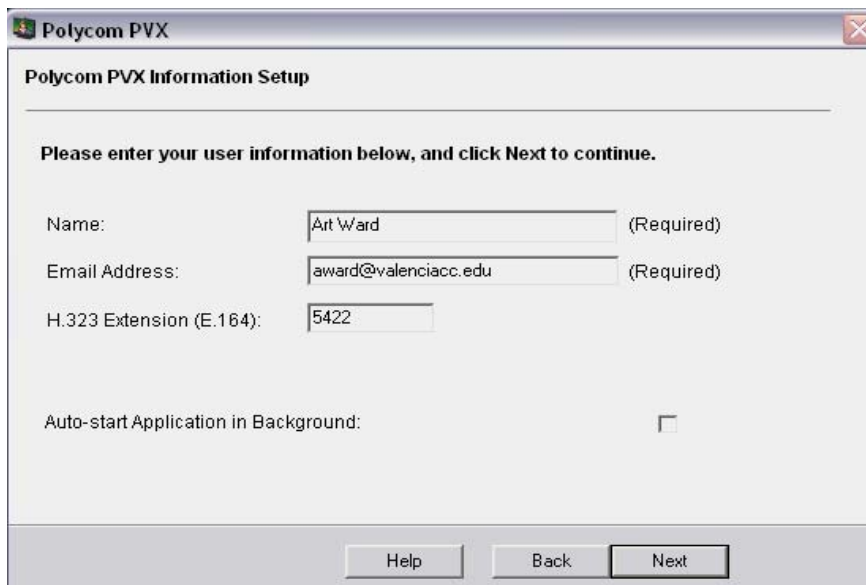| Name: | user | (Required) |
| Email Address: | user@valenciacc.edu | (Required) |
| H.323 Extension (E.164): | 7034 | |

Auto-start Application in Background: ☐

Help   Back   Next

Naming convention: When entering your name please use the following format: First name Last name.
Ex: Bob Kearfott
Only use (Laptop) if you are installing the software on a laptop. If there is nothing after your name it is understood to imply your desktop.

Type in your unique information and then click Next

Polycom PVX

Polycom PVX Information Setup

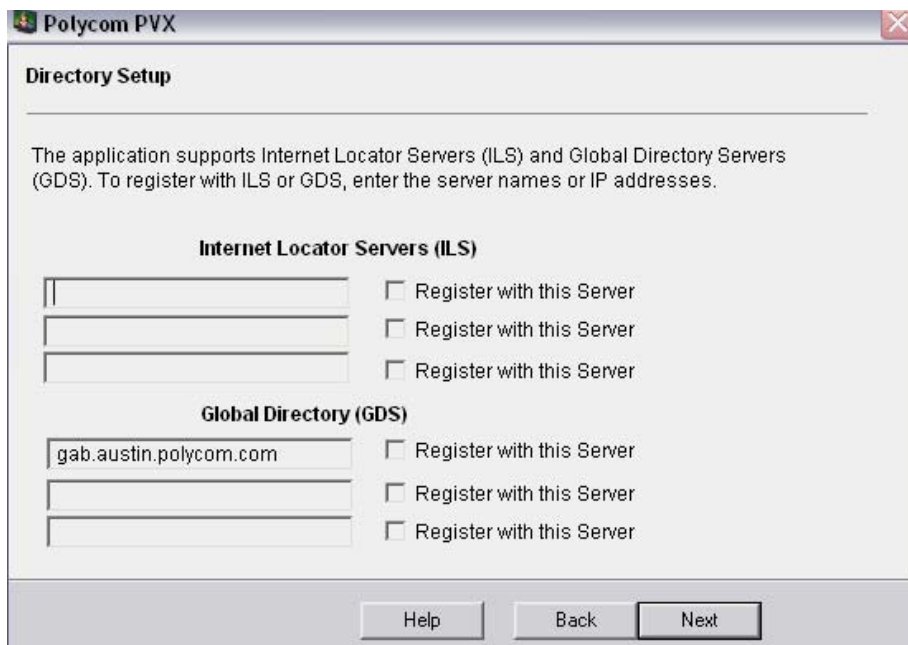Please enter your user information below, and click Next to continue.

Name:	Art Ward	(Required)
Email Address:	award@valenciacc.edu	(Required)
H.323 Extension (E.164):	5422	

Auto-start Application in Background: ☐

Help   Back   Next

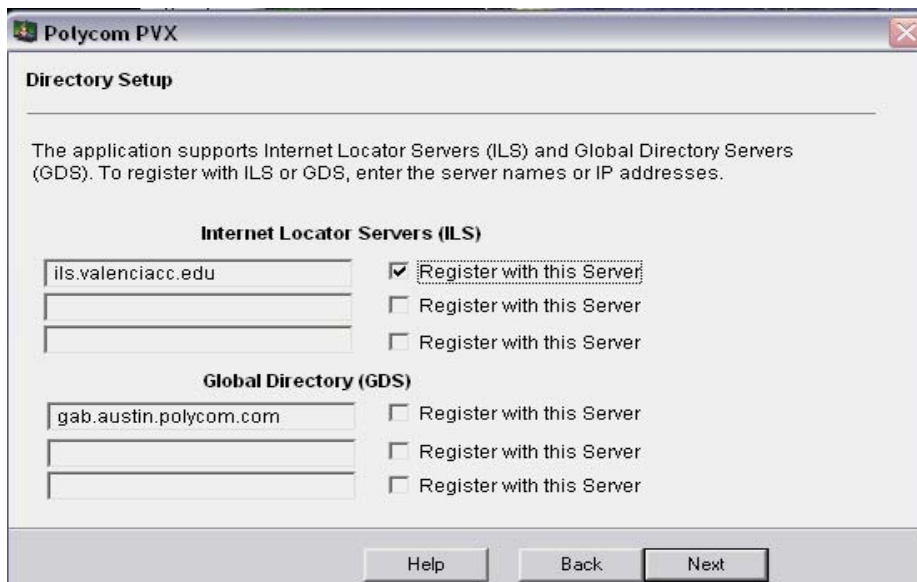This next screen will ask to type in the Internet Locator Server that you will use.

Type in: ils.valenciacc.edu as shown below and, very important, check the box "Register with this Server". Then select Next

At this time, ensure that you are able to see the video image in the black box (the red triangles will rotate), and that you are able to hear the audio. If so, select Next.

At this time, you should hear the audio in the form of successive beeps which you are able to adjust using the slide bar. When done, click on Next.
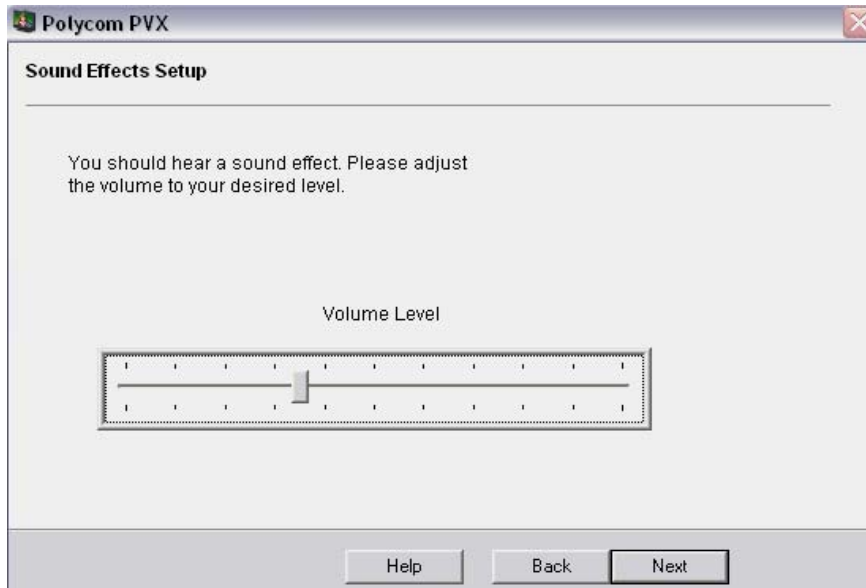
This screen will all remain at Auto. Click on Next.

Select Yes

NAT Detected

The setup wizard has detected that your PC is behind a network address translator (NAT). Computers on the Internet recognize your computer by an address different than your PC's local IP address. Do you want to use the external (WAN) address, instead of your local IP address? Using the external (WAN) address is required if you want to call computers outside of your own local network.
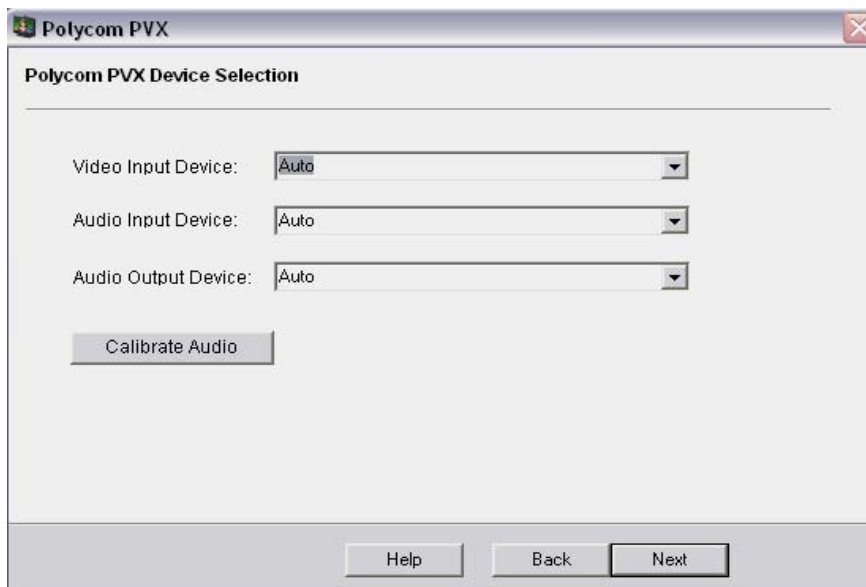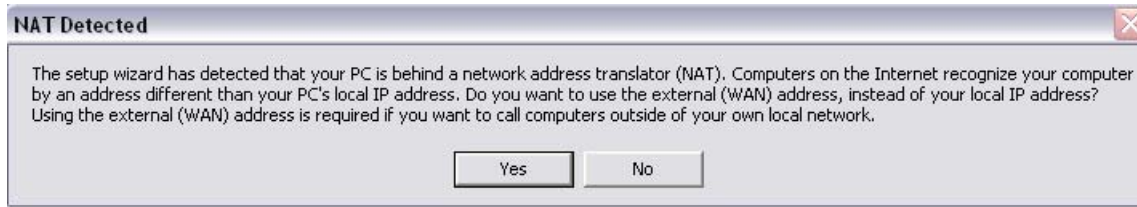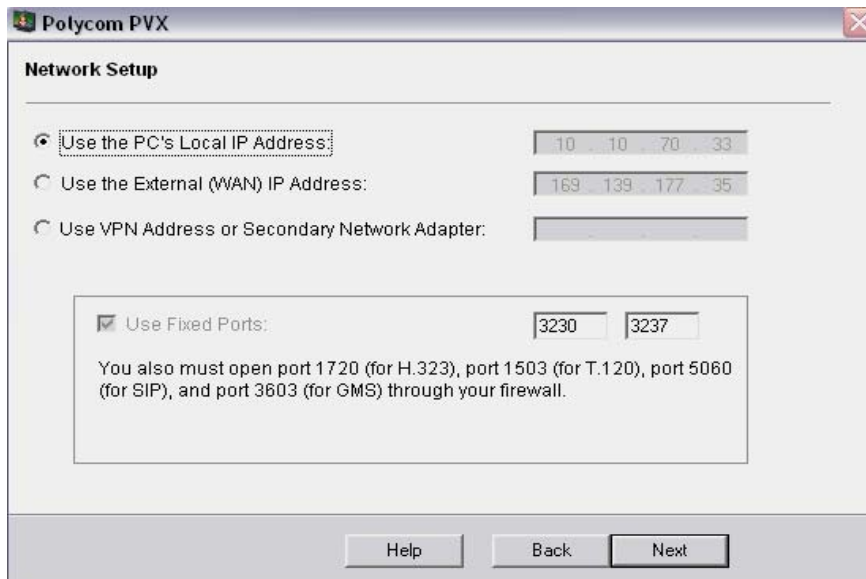
[Yes] [No]

Select "Use the PC's Local IP Address" which should already contain the specific IP of your computer.
Select Next.

Polycom PVX

Network Setup

⊙ Use the PC's Local IP Address: 10 . 10 . 70 . 33
○ Use the External (WAN) IP Address: 169 . 139 . 177 . 35
○ Use VPN Address or Secondary Network Adapter:

☑ Use Fixed Ports: 3230   3237

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.
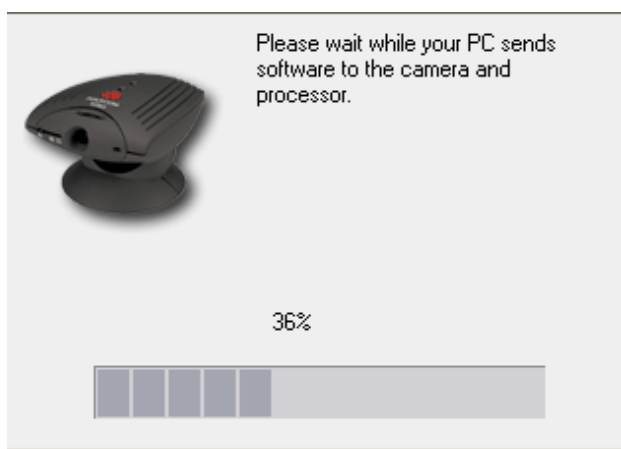
[Help]   [Back]   [Next]

Select Finish

The Polycom software installation is now complete. At this time, open the Polycom Software fro the desktop icon and turn on your camera.
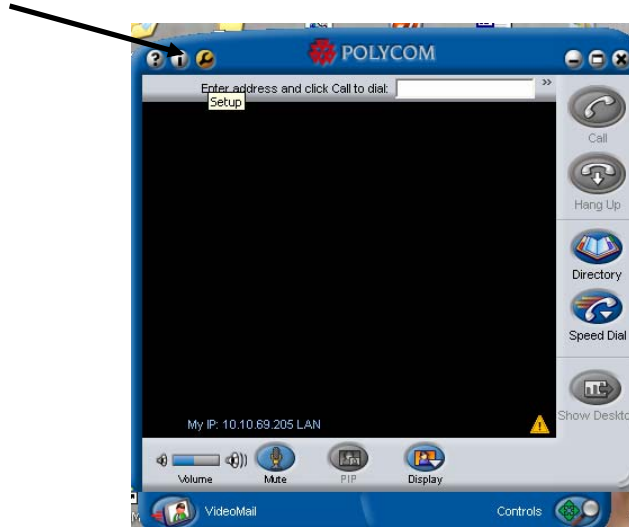
You should see a window indicating that your camera is now connecting to the software and the PC.

SETTING UP THE POLYCOM PVX SOFTWARE

After the software has been successfully installed and activated, the following screens will allow you to check that all of the settings are correct:

Select the setup button

Enter in the following information as shown
User name: (i.e., Bob Kearfott) this is created during your installation
Email: Valencia email address (i.e., rkearfott@valenciacc.edu) this is created during your installation
Select Language (Default American English) this is created during your installation
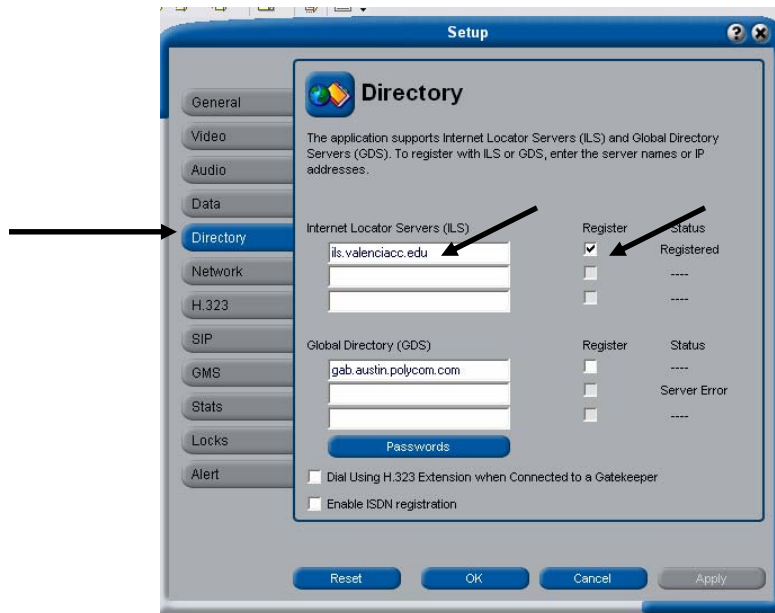Select Auto-start Application in Background
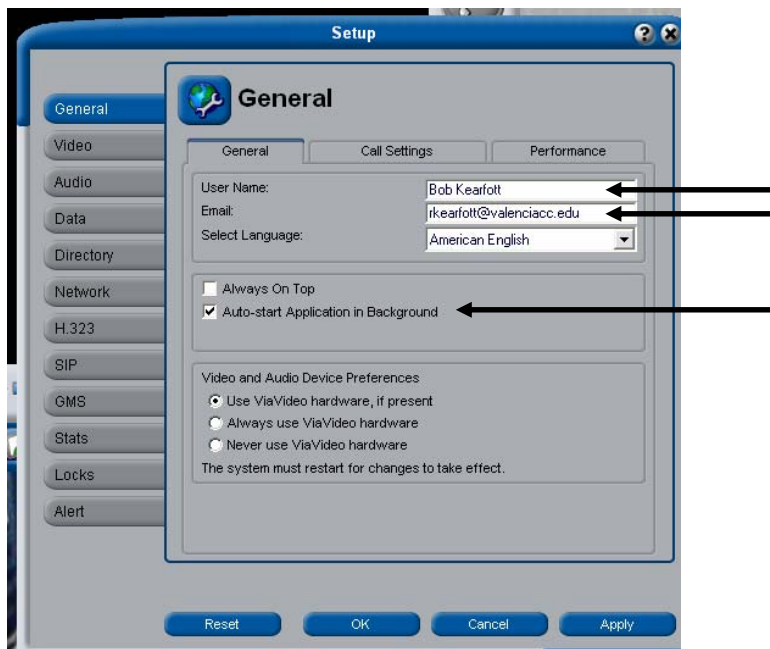
Next select the directory tab
In the Internet Locator Server section enter: **ils.valenciacc.edu** and check the register box
The status should change to registered
Select Apply

Next select the H.323 tab
Select the Specify button and enter the IP address for the gatekeeper: 10.10.1.16, then select
Auto.
The H.323 Extension will be the 4-digit phone number of the office where the desktop resides.
Select Apply