




Adding a Directory Entry

1. Click  **Directory**.
2. Click **New**.
3. Enter information about the site you are adding.
4. Click **Add**.


Adding a Speed Dial Entry

1. Click  **Directory**.
2. Select the entry, right-click, and select **Add to Speed Dial List**.

Dragging Directory Entries onto the Desktop

1. Click  **Directory**.
2. Select the entry, and drag and drop it onto the desktop.
3. To place a call to the entry on your desktop, double-click the entry.

Running PVX in the Background

1. Click  **Setup** and select the **General** page.
2. Click **Auto-start Application in Background**.

You will see the PVX icon in the Windows taskbar.

- Double-click the PVX icon to show the full PVX application.

Incoming calls will also show the full PVX application.

Getting More Information

To access network setup documentation as well as other PVX™ documents, go to www.polycom.com/videodocumentation.

Showing the Windows Desktop



To easily share content (such as slides, spreadsheets, or other types of files):

- Click  **Show Desktop**.

Note: Only one site at a time can share content.

Sharing Content in Other Ways

To share content other than by showing the desktop:

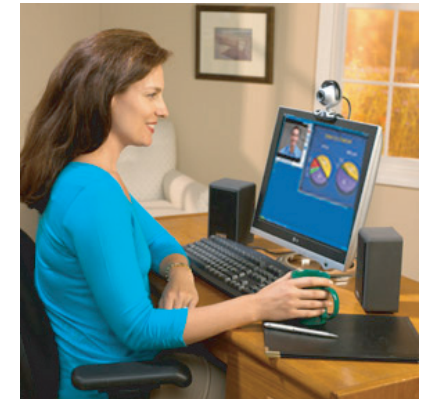
1. Make sure that all sites support T.120 application sharing.
2. Click  **Setup**, select the **Data** page, and enable content collaboration.
3. Click  **Controls** and then click **Data Sharing**.
4. Click **On**.
5. Share the content:
 - To share an application, click **Choose Application Sharing**, select the application, and click **Share**.
 - To use the whiteboard, click **Start Whiteboard**.
 - To use text-based chat, click **Chat**, type your message, select the recipients, and click **Send Message**.
 - To transfer files, click **Transfer File**, click **Add Files**, select the files to transfer, and select the recipients.
 - To receive files, click **Accept** when the Receive Files dialog box appears.

For more information, refer to the NetMeeting® online help.

Receiving Content

When you receive content, it automatically appears in a separate window, which you can resize and zoom.


Using Your Polycom PVX




www.polycom.com

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3725-22850-001/A



Placing a Call

Note: If you are prompted to enter a number when placing a call, click  **Controls**, click **Keypad**, and enter the number.

Entering a Name or Address

1. Enter the site name or address on the Main page.
2. Click  **Call**.

Using the Directory



1. Click  **Directory**.
2. Select an entry.
3. Click  **Call**.

Using the Speed Dial List

1. Click  **Speed Dial**.
2. Select an entry.

Placing a Multipoint Call

To place a multipoint call, you must be using Polycom® PathNavigator™ with multipoint support.

1. Click  **Directory**.
2. Click **Multipoint**.
3. Select the sites and click **+**.
4. Click  **Call**.


Answering a Call


- Click **Yes** when the system rings and the call notification dialog box appears.

Ending a Call

- Click  **Hang Up**.


Viewing Missed Calls

If you receive an incoming call, but do not answer it,  appears on the Call Status bar on the Main page.

- Double-click  to access the Directory - Recent Calls page.


Missed calls appear in the Recent Calls list with a red arrow and an exclamation point.

Main Page and Toolbar



Annotations for the Polycom PathNavigator interface:

- Access the online help
- Access system information
- Access the Setup pages
- Select the call rate and call quality
- Place calls
- End calls
- Add directory entries
- Add speed dial entries
- Drag directory entries onto the desktop
- Place calls
- Show the Microsoft® Windows® desktop
- View call status, such as missed calls, alerts, encryption, and call forwarding status
- Decrease or increase the volume
- Create and send VideoMail
- Mute the microphone
- Turn the PIP on or off
- Change the display (switch between Main Window View and Toolbar View)
- Access camera controls
- Share and collaborate on content
- Use the whiteboard
- Transfer and receive files
- Use text-based chat
- Access the keypad



Annotations for the Polycom PathNavigator toolbar:

- Always show the Toolbar, or hide it when you move the cursor away
- End calls
- Place calls
- Select the call rate and call quality
- Place calls
- Decrease or increase the volume
- Mute the microphone
- Turn the PIP on or off
- Change the display (switch between Main Window View and Toolbar View)
- View call status, such as missed calls, alerts, encryption, and call forwarding status
- Access the online help
- Access system information
- Access the Setup pages