



POLYCOM®

POLYCOM® CX100 SPEAKERPHONE

USER GUIDE

## POLYCOM® CX100 Speakerphone

For Microsoft® Office  
Communicator 2007

OPTIMIZED FOR

Microsoft®  
Office Communicator

June, 2007

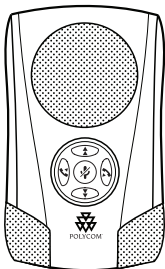
## Introduction

Thank you for choosing the Polycom® CX100 Speakerphone.

The Polycom CX100 connects to your computer's USB port, giving you full-duplex, two-way telephone conversations via the Microsoft® Office Communicator

2007 unified communications client ("OC 2007").

This package contains everything you need to get started. If you are missing any of the items shown on this page, contact your reseller immediately.



**Polycom CX100  
Speakerphone**

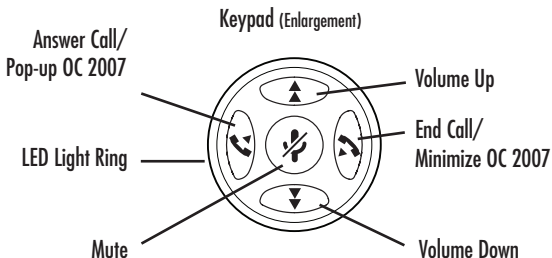
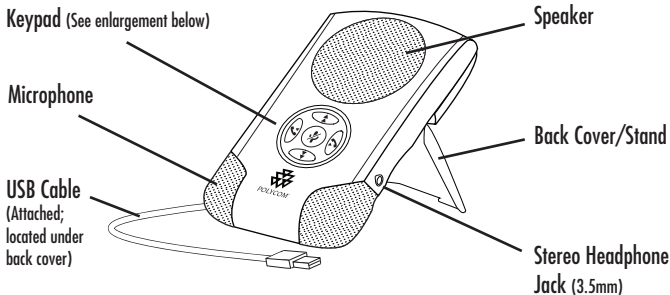


**User Guide**



**Carrying Case**

## Features



## **Installing the Software**

In order to use the Polycom CX100 Speakerphone, Microsoft® Office Communicator 2007 must be installed on your computer.

The OC 2007 client on your PC will need to be configured with the Microsoft Office Communications Server 2007 (“OCS 2007”).

Contact your IT Manager for any issues related to OC 2007 client application on your PC.

As soon as Microsoft Office Communicator 2007 Client software is installed on your PC, no further software installation is required.

## **Installing the Polycom CX100 Speakerphone**

The Polycom CX100 Speakerphone unit is designed to sit at a 40° angle, with its opened back cover acting as a stand. The back cover is hinged, enabling you to easily snap the back cover into its open or closed position.

The USB cable of the Polycom CX100 Speakerphone is located under the back cover. Insert the USB cable into an available USB port on your PC. When this is done, the Windows operating system will indicate that the device is installed and ready to use.







## Using the Polycom CX100 Speakerphone

The Polycom CX100 Speakerphone is ready to use immediately after installation of the software and hardware.

To configure the speaker and microphone settings for the Polycom CX100, go to the “Tools” menu in the Microsoft Office Communicator 2007 application, and select the “Set Up Audio and Video” tool. (See below.)



The controls on the CX100’s keypad allow you to have basic call control functionality:

- ▶ Maximize the Microsoft Office Communicator 2007 client application (when not in an active call) 
- ▶ Answer an incoming call 
- ▶ Hang up a completed call 
- ▶ Volume Up 
- ▶ Volume Down 
- ▶ Mute 

## Tips

- ▶ In order to use this device, Microsoft® Office Communicator 2007 must be installed on your PC.
- ▶ In order to use this device, you will also need to have either Microsoft Windows XP (SP 2), or Microsoft Windows Vista OS installed on your computer.
- ▶ For best acoustic performance, always use the device with its back cover/stand opened to the locked position.
- ▶ For private conversations, stereo headphones can be plugged into the side of the Polycom CX100 unit. If you have a set of desktop PC speakers you can plug them into the 3.5mm headphone port on the side of the Polycom CX100 Speakerphone for stereo sound.
- ▶ You can use the Windows® Sounds and Audio Devices screen to adjust the volume of the microphones and speaker.
- ▶ For additional information about the Polycom CX100 Speakerphone or other Polycom® products, visit [www.polycom.com](http://www.polycom.com).

## **U.S. and Canada Regulatory and Compliance Information**

### Part 15 Rules

This device complies with part 15 of the FCC rules. Operation is subject to the following two conditions:

(1) This device may not cause harmful interference, and

(2) This device must accept any interference received, including interference that may cause undesired operation.

### Class B Digital Device or Peripheral

NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy

and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the

equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- ▶ Reorient or relocate the receiving antenna.
- ▶ Increase the separation between the equipment and receiver.

## **Modifications**

In accordance with part 15 of the FCC rules, the user is cautioned that any changes or modifications

## **Canadian EMC Class B**

This Class [B] digital apparatus complies with Canadian ICES -003.

▶ Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

▶ Consult the dealer or an experienced radio/TV technician for help.

not expressly approved by Polycom Inc. could void the user's authority to operate the equipment.

Cet appareil numérique de la classe [B] est conforme à la norme NMB-003 du Canada.



## **EEA (European Economic Area) including Switzerland**

### **CE Mark LVD and EMC Directive**

This Polycom CX100 Speakerphone has been marked with the CE mark. This mark indicates compliance with EEC Directives 89/336/EEC and 73/23/EEC. A full

copy of the Declaration of Conformity can be obtained from Polycom Ltd, 270 Bath Road, Slough, Berkshire, SL1 4DX, UK.

## **Japan**

### **VCCI Class B**

この装置は、情報処理装置等電波障害自主規制協議会 (VCCI) の基準に基づくクラス B 情報技術装置です。この装置は家庭環境で使用することを目的としていますが、ラジオやテレビジョン受信機に近接して使用されると、受信障害を引き起こすことがあります。取扱説明書に従って正しい取り扱いをしてください。

## **Worldwide**

### **Installation Instructions**

Installation must be performed in accordance with all relevant national wiring rules.

## **Warranty**

This product comes with a limited one-year warranty.



POLYCOM®

For information, contact your reseller or go to:

[www.polycom.com](http://www.polycom.com)

Polycom WW Headquarters:

Polycom, Inc. Corporate Headquarters

4750 Willow Road

Pleasanton, CA 94588

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