4. Installing the Polycom Software

1. Unpack the video conferencing (VC) camera from the box and check that you have the following items.

- The VC software
- The Polycom Via video camera
- A power pack
- A USB lead which connects to the back of the camera.
- A sound lead which connects to the back of the camera

Camera base

Camera

USB lead and audio lead

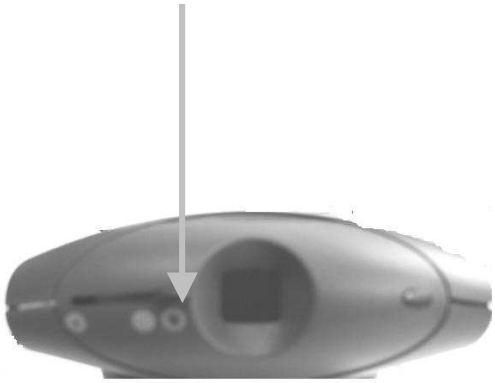
Power pack

The Polycom Via video software

Contact your supplier if you do not have all the items in the box.
If you have borrowed a CLEO loan camera please call the CLEO Office immediately.

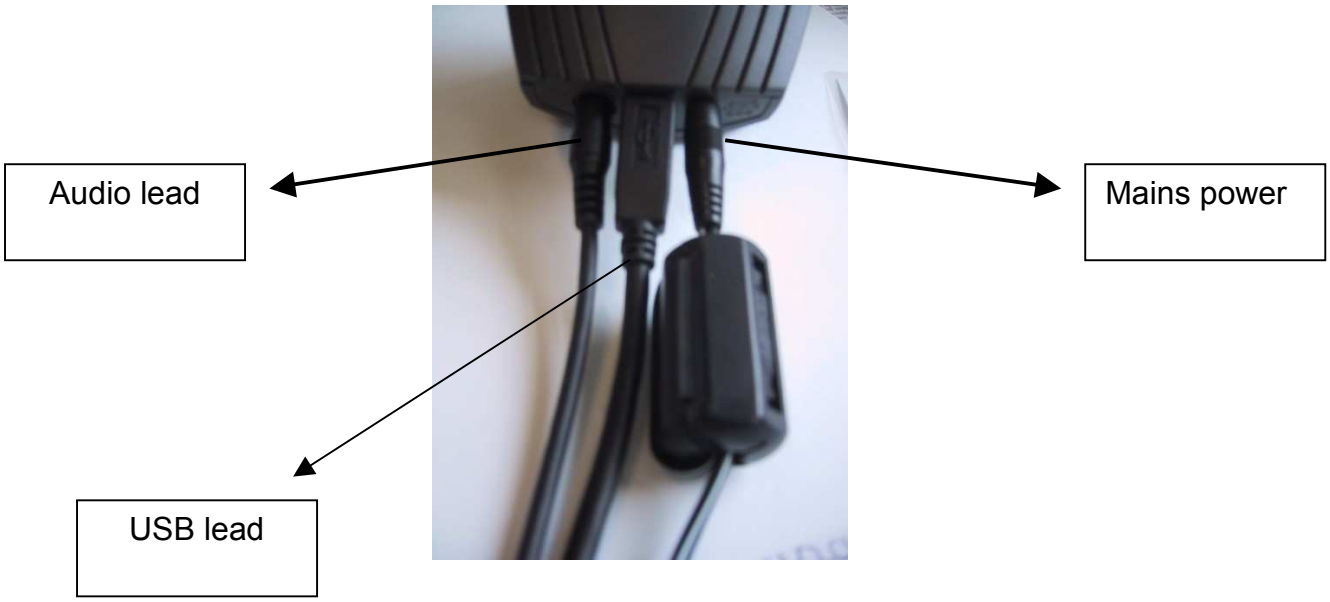
2. Check that the camera is in the **off** position before you proceed (see image 1)

The camera should be in the off position



3. Connect all leads to the back of the camera and connect the USB lead and the audio lead into the back of the PC. Connect the mains supply. **Do not turn the camera on.** (Always make sure that you plug the camera into the same USB port on the PC).

Back view of VC camera



4. Insert the CD ROM into your PC and install the software by following the on- screen instructions. The CD should automatically run.

Software Installation

Step 1
You will be asked to confirm the language you want to use by selecting the appropriate flag.

Click on the UK flag to proceed.

At some point in the installation process you will be asked for the details on your registration form sent from the CLEO Office. Have this form ready at the start of the installation.

Step 2
The following screen will indicate whether or not you have the two plug-ins DirectX 9b and Media Player 9 installed. If you have, you will see a tick in the red box at the side of each of the plug-ins.

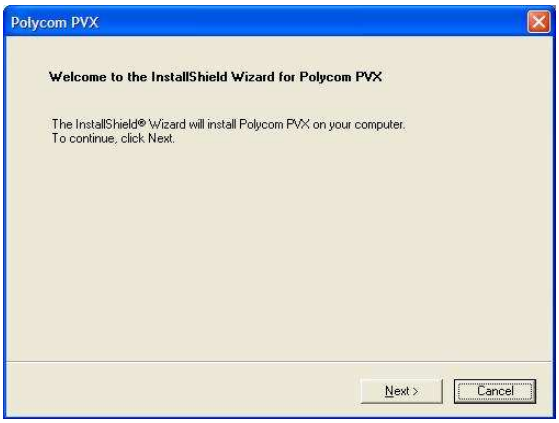
<u>If you do not have the plug-ins</u>
read **Appendix A** at the back of this booklet which will guide you through how to install one or both of the plug-ins.

<u>If you have the plug ins</u>
Select the third option Polycom PVX to begin the install, allow a little time for the install to start.

You cannot use the Via Video software without these plug-ins. Do not go any further until you have installed them on your system (See Appendix A)

Step 3
At this screen, do not enter any information.

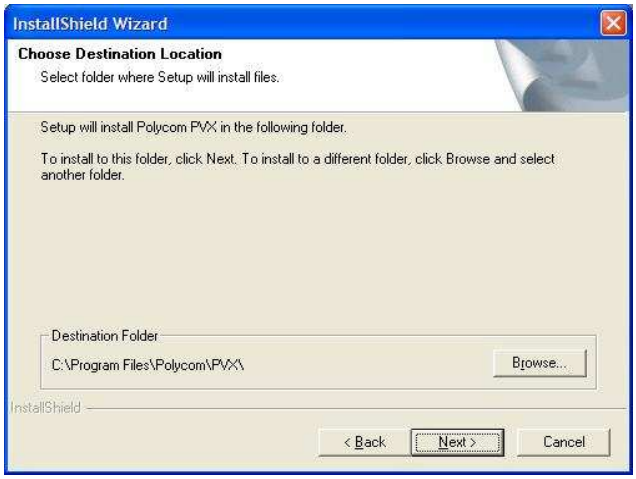
Click on the **next** button to proceed.



Step 4
At this screen click on the **YES** button to proceed.

You are agreeing to the terms and conditions of the software licence.

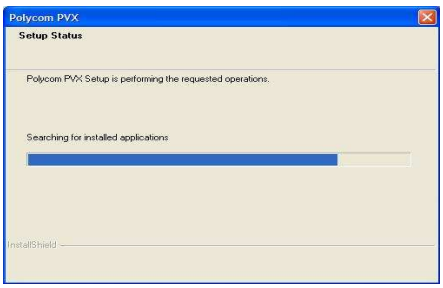
Step 5
Click on the **next** button to continue with the installation.



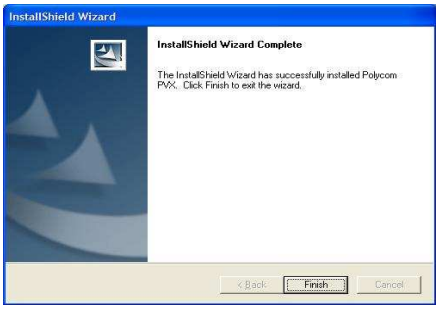
For future reference the software will be installed into

C:\Program Files\Polycom\PVX

Step 6
The software installation will begin.



A message will appear to inform you that the Installation has been completed. Click on the finish button.



Step 7
At this point you may see the following window will be asked to select a language for use from the drop down menu. Click on the small black arrow and from the list select British English.

You will also be asked to turn your camera on. Slide the button on the front of the camera to the 'on' position. A green light will flash on the front of the camera.

NB If this window does not appear
*Close down any window, which is open on your desktop and double click on the Polycom PVX icon which will be either on your desktop on in the **Start** menu, proceed to step 8.*

Step 8
You should now have the Polycom window open which should display a picture of wherever the camera is pointing to. (In this example the camera was pointing to the computer at the back of the room).

Smile, you're on camera!

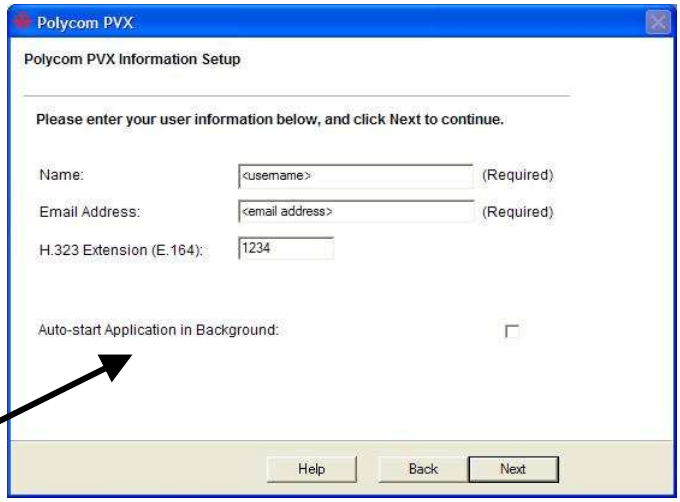
If you can't see an image, just check that you have the camera in the on position and all connections are tightly in place.

Step 9
You will now also need to enter the registration details received from the CLEO Office

Username
Email Address
E164 number

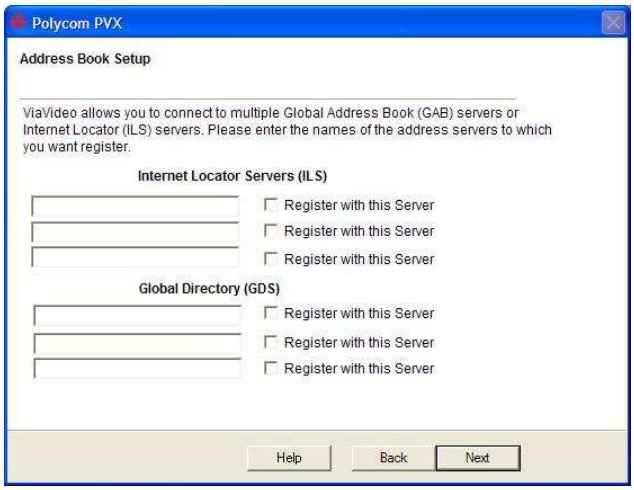
Enter these carefully, you username is case sensitive.

Click inside the box next to "**Auto-start application in background**". A tick should appear in the box.



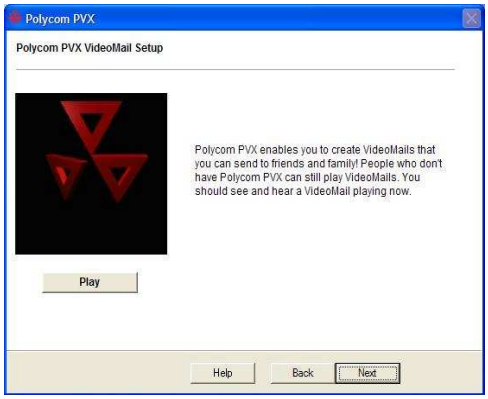
Step 10
At this screen, do not enter any information.

Click on the **next** button to proceed.



Step 11

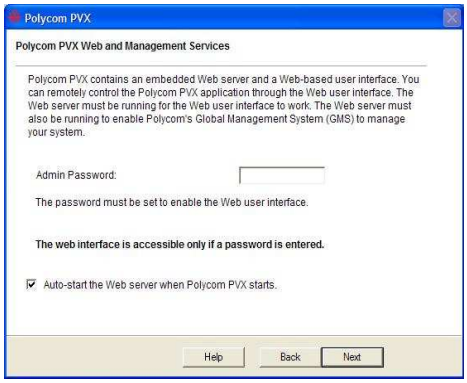
At the following screen click on **next** to continue.



Step 12

Please enter a password next to the Admin Password box (It needs to be 8 characters or more). Add this password to your checklist, (See section 2). If there is no tick inside the box , **Auto-start the Web server when ViaVideo starts**, click inside the box and a tick will appear.

Click on the **next** button to proceed

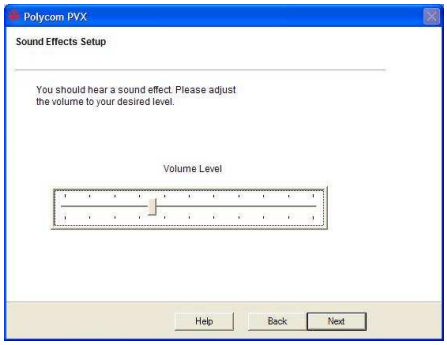


By completing this information, CLEO will be able to provide support for your camera remotely.

Step 13

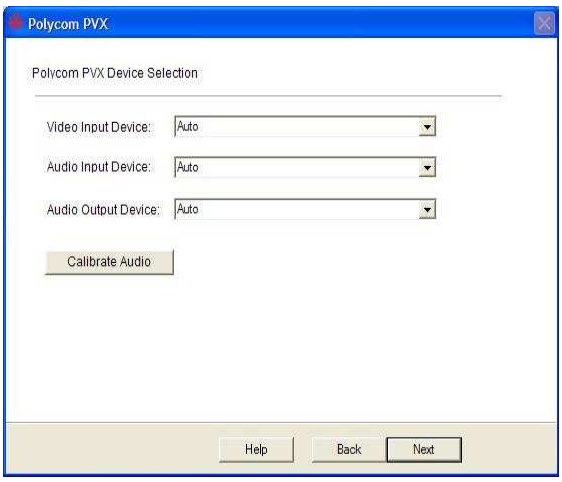
At this point you will hear a sound and you will be asked to adjust the volume to the correct level by dragging the slider along the volume level.

When you are happy with the volume level click on the **next** button.



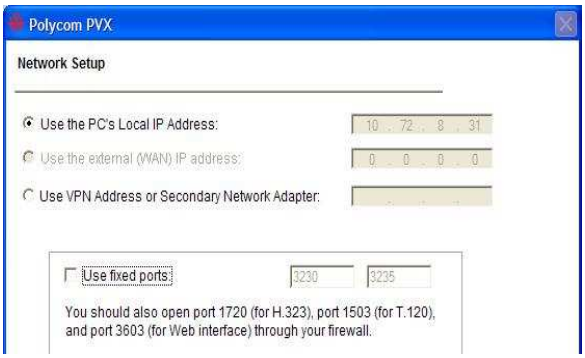
Step 14

Leave these settings as they are and click on **next** to proceed.



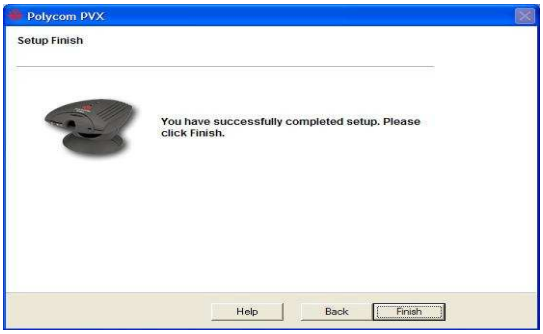
Step 15
Your network settings will automatically be selected, you will not need to add anything to this section.

Click on the **next** button to proceed.



Step 16
The setup will now be complete and a message will appear on screen to indicate this.

Click on the **finish** button to proceed.



You will only be able to use your camera for a short period of time (5 minutes) until you activate the Polycom software online with polycom

Proceed to Section 5 to complete this process.