

## Polycom 8.04 Setup

Open setup screen by clicking on setup button on upper right corner of client

Expand General TAB:

1. Input user name
2. Key in email address
3. Select Language
- 3. DO NOT check always on top**
- 4. DO NOT Auto Start APP in Background**

Click on Call Settings:

1. Check Auto Answer
2. Do not check mute on auto answer
3. Maximum leave at 90
4. AES encryption auto

Setup Performance:

1. Check balance if PC is a dual core or check POLYCOM PVX
2. Video mail quality Better

Setup Video Sources:

1. Make sure the Polycom Client sees the preferred Camera
2. Do Not Check Send image when no camera is selected

Setup Video Protocol:

- 1. DO NOT check any of the options**

Setup Video Display:

2. Check Use DirectX Hardware Acceleration
3. Check Enable full screen video

Setup Advanced:

- 1. DO NOT Check Enable VGA people encoding**
2. Set camera driver load to medium

Setup Audio:

1. Make sure the audio output device is correct or select AUTO
2. Make sure the audio input device is correct (from the camera or a mike)
3. Set echo cancellation to internal
4. Leave auto-gain blank

Directory

1. We do not use the global directory at present
2. Check Dial using h.323 extension when connected to gatekeeper

Setup Network:

Check to see that all the NETWORK Connections are correct. If on an internal Network, check the IP address

Ports: Leave as is

QoS: No Changes

Bandwidth: No changes

H.323 Gate Keeper OFF

**This is important: Enter into the h.323 Extension (E.164): THE ROOM NUMBER FROM THE WEB SITE**

SIP No Changes

GMS No Changes

Stats: In a call this records all the stats.

Lock: Absolutely NO LOCKS

Alerts: When an error occurs a small yellow triangle will appear in lower right corner. The alert page will show what the error is