Adding a Directory Entry

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

Adding a Speed Dial Entry

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

Dragging Directory Entries onto the Desktop

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

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Using Your Polycom PVX





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 **C**all.

Using the Directory

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

Using the Speed Dial List

- 1. Click **7 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 for 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

