

# Quick Guide to the Polycom Viewstation FX Video Conferencing System

## Setting up the Polycom ViewStation FX

- Place the Polycom microphone on a flat, level surface, such as a table, directly in front of the participants, with no obstructions.
- Turn on the monitors with the "Power" button on the front of the monitor.
- Power on the ViewStation. As you are facing the front of the ViewStation, the On/Off switch is located on the left, rear corner of the unit.
- When power is applied, the camera will rotate, and position itself in the "home" position, centered and facing forward.
- After a short while, you will hear music, and the startup screen of the ViewStation's built-in programming will appear on the monitor. You are now ready to make a call on the ViewStation FX.

## Making An IP (Internet) Call on the Polycom ViewStation FX

- You should now be at the main screen of the ViewStation's built-in programming. At the top, center of the monitor, you will have a view of the room you are in, and anyone directly in front of the camera. This image is outlined in yellow, and has the words "Video Call" under it. This is the default screen to make a manual call. Note: If at any time the screen goes blank, the system is in power-save-mode. Lifting the Polycom's remote control will wake the unit, and the screen will reappear.
- Press either the green "Call/Hang-up" button at the top of the remote control, or the oval shaped button in the middle of the red arrow keys to initiate a call.
- A new screen appears, with an empty box with a black background at the top. This is where you enter the IP address, or full host name of the party you wish to have a session with. Enter the IP address by pressing the number keys on the remote control. Use the right arrow to insert a "dot". To enter characters for a host name, press the oval shaped button in the middle of the red arrow keys to get an on-screen keyboard. Use the arrow keys to navigate to the character you want. Press the oval button to enter the character. Navigate to the return symbol key, and enter it when you are finished.
- Press the "Call/Hang-up" button to initiate the call. The party at the remote location will appear on screen when they answer your call.
- When your session to the remote host has finished, press the "Call/Hang-up" button to end the call.
- Your session is now ended.

## Accepting a Remote Call

- To receive a remote call, the remote caller must first have the IP address or host name of the local ViewStation: **IP address: 162.54.57.70**  
When a remote call is received, you will hear a ringing sound, and may see the number of the remote caller.
- The call, will auto answer The caller will appear on screen.
- When your session to the remote host has finished, press the "Call/Hang-up" button to end the call.
- Your session is now ended.