




## Adding a Directory Entry

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


## Adding a Speed Dial Entry

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

## Dragging Directory Entries onto the Desktop

1. Click  **Directory**.
2. Select the entry, and drag and drop it onto the desktop.
3. To place a call to the entry on your desktop, double-click 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](http://www.polycom.com/videodocumentation).

## Showing the Windows Desktop



To easily share content (such as slides, spreadsheets, or other types of files):

- Click  **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.


# Using Your Polycom PVX




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3725-22850-001/A



## 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  **Call**.

### Using the Directory



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

### Using the Speed Dial List

1. Click  **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**.

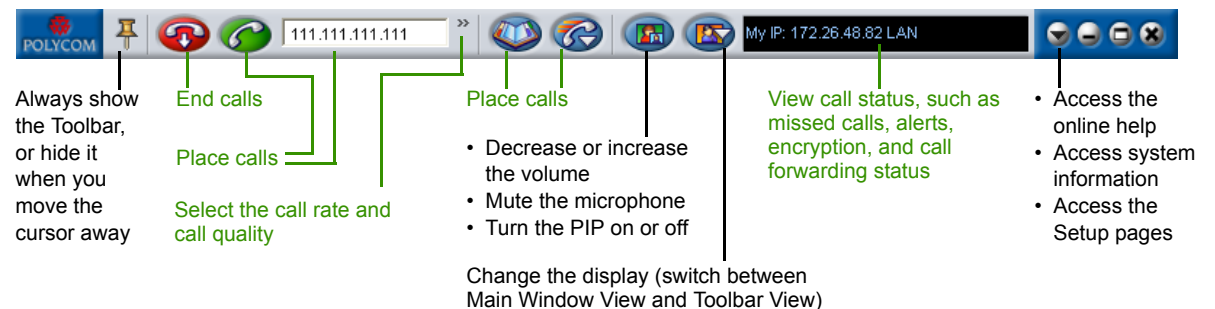
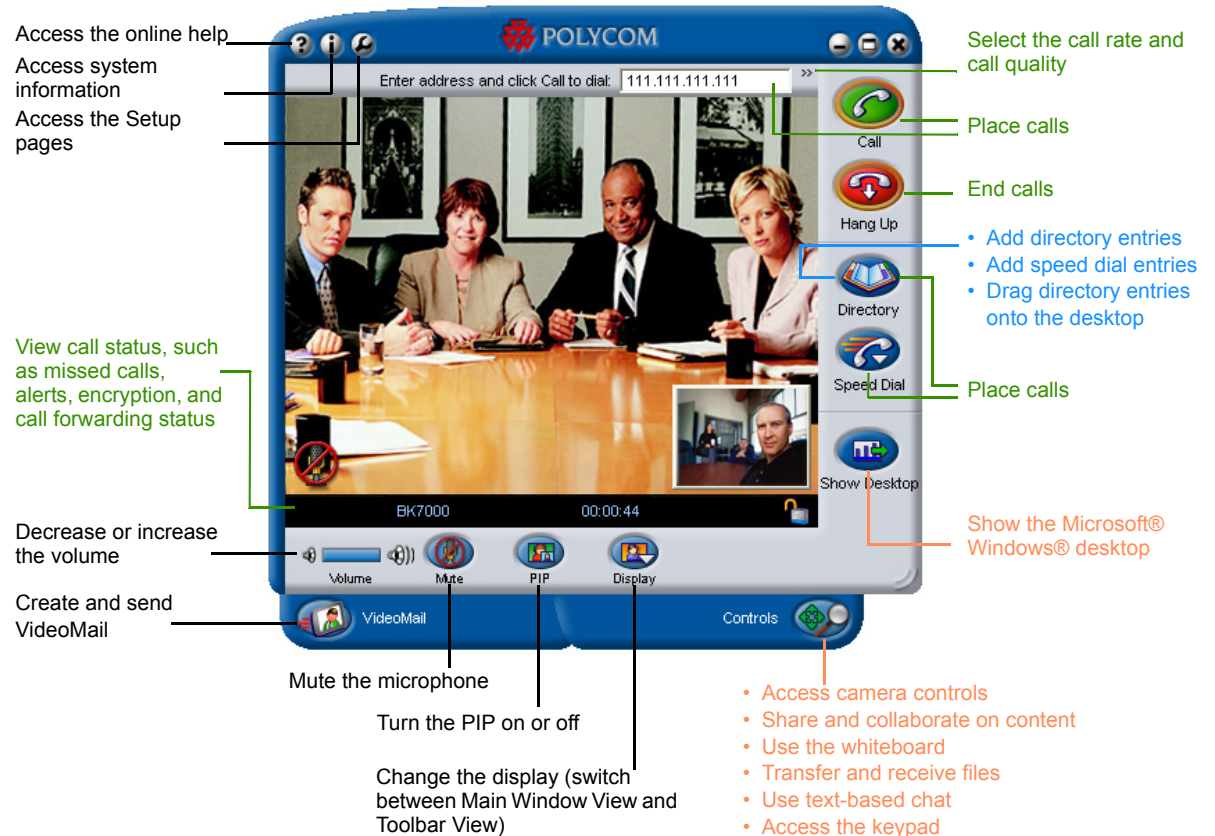
## Viewing Missed Calls

If you receive an incoming call, but do not answer it,  appears on the Call Status bar on the Main page.

- Double-click  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



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