

# Desktop Connector Manual

# DESKTOP CONNECTOR SETUP

Desktop Connector links your PC or laptop to your Polycom phone\* for use with your mouse and keyboard. \*Polycom VVX 400 used in guide.

To install the connector:

Visit the Desktop Connector page [here](#).

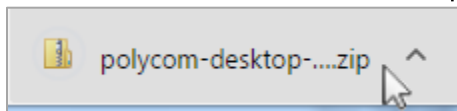
Or, copy the following link into your taskbar and hit the enter button:

<http://www.polycom.com/products-services/voice/applications/desktop-connector.html>

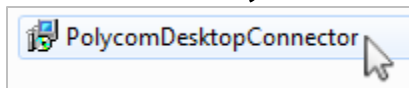
Click the **APPLICATION DOWNLOADS** link at the bottom of the screen.



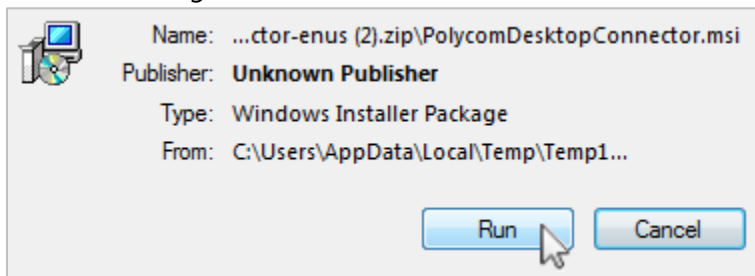
Click the download button when it appears.



Double click the **PolycomDesktopConnector** installation icon.



Click **Run** to begin the installation.



When the Setup Wizard opens, follow the steps to progress:

1. Click **Next**
2. Accept the terms and click **Next**
3. Ensure the file saves in **Program Files**, choose "Everyone" or "Just Me" for users, and click **Next**
4. Click **Install**
5. Click **Launch Polycom Desktop Connector** and click **Finish**

When the installation is complete, the connector icon will appear grey and inactive in the taskbar.

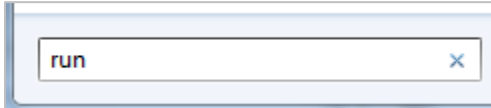


## IP ADDRESS

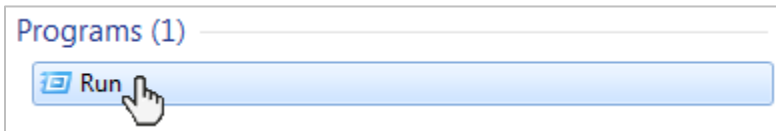
To find your IP address, click the **Start** button.



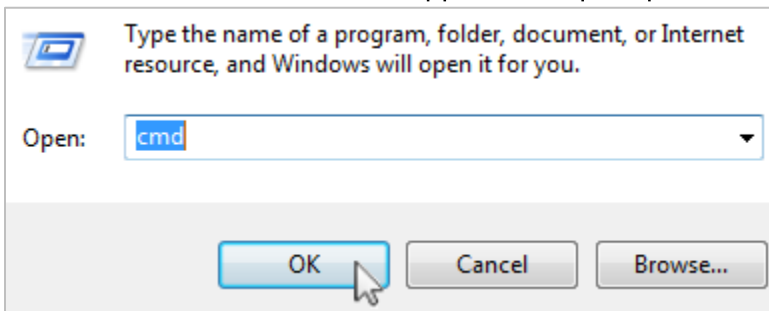
Type "run" into the search field and hit enter.



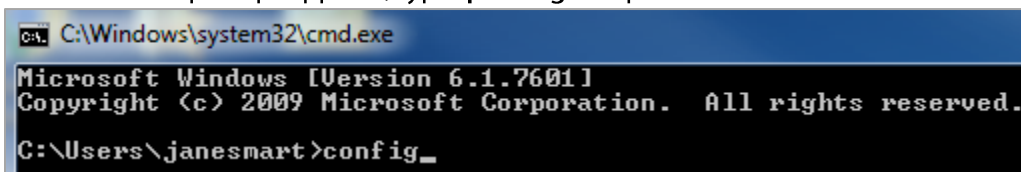
Or, click the **Run** icon.



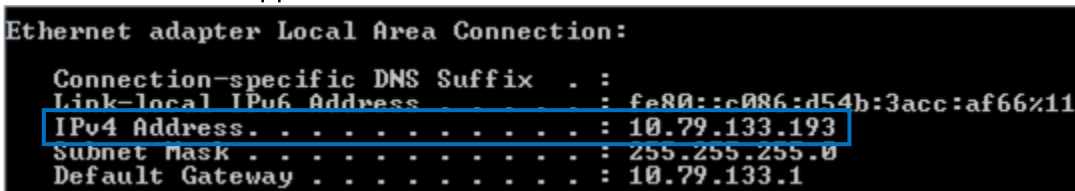
The "cmd" command text should appear in the prompt box. Press **OK** to run.



When the DOS prompt appears, type **ipconfig** and press enter.



Your IP address will appear next to the **Link-local IPv6 Address** title.



## CONNECTING YOUR PHONE

### POLYCOM NAVIGATION BUTTONS

Home Button:



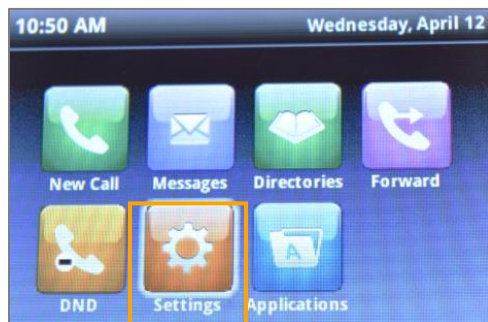
Directional navigation pad arrows and center select button:



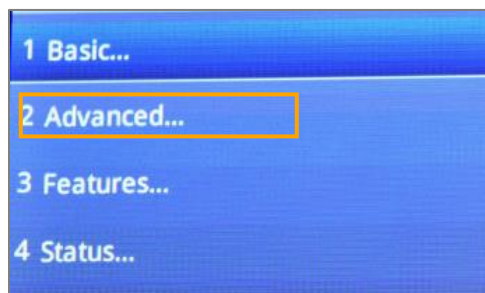
- 1. Up
- 2. Right
- 3. Down
- 4. Left
- 5. Select

To start connecting your PC to your phone, press the **Home** button on your Polycom phone.

Use the navigation pad arrows to reach the **Settings** icon and click the center button.



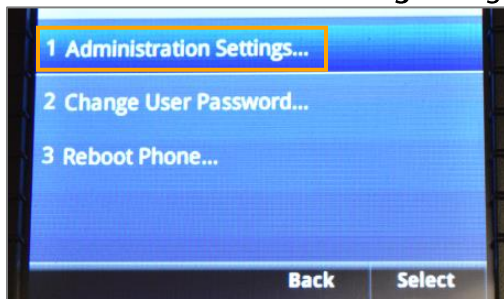
Scroll down to the **Advanced** text and click the center navigation button or the button under **Select**.



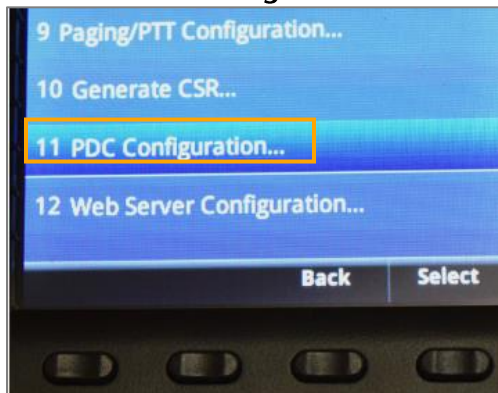
Use the number keys to enter your Password and click the button under Enter to proceed.



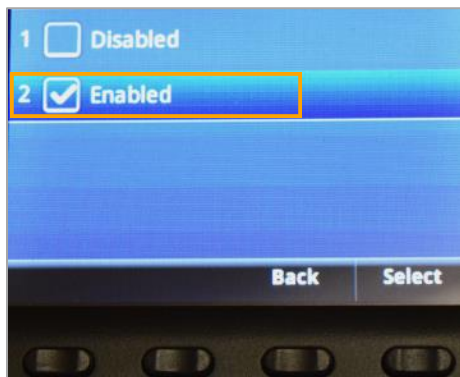
When **Administration Settings** is highlighted, click the button under select.



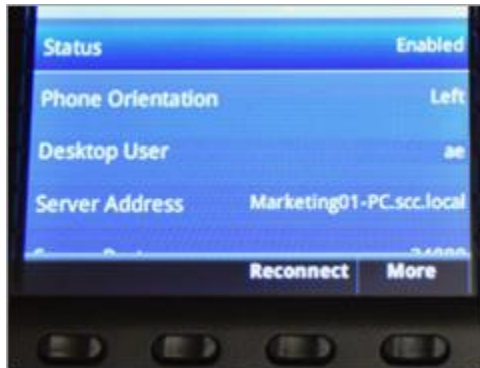
Scroll to **PDC Configuration** and click to select.



Scroll to **Enabled** and click to select. Your phone will reboot.

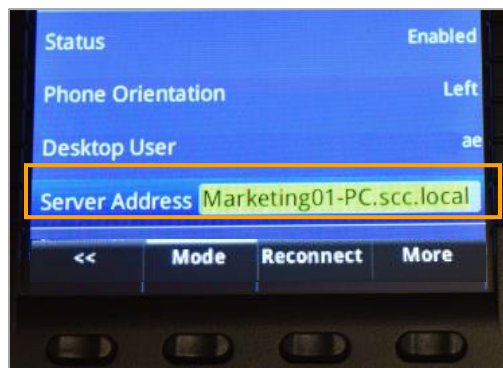


When your phone has rebooted, navigate back to PDC Configuration in Basic settings. The configuration page will open.

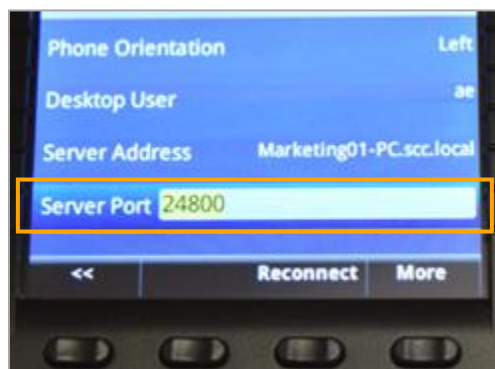


Select **Left** or **Right** depending on where your Polycom phone sits in relation to your desktop or laptop, to determine where the mouse will enter the Polycom screen.

Use the keypad to enter the **IP address** found with the DOS prompt, or your **Server Address**. Press the button under **Mode** to ensure the proper IP Address or URL option is selected.



Ensure the correct Server Port is entered.

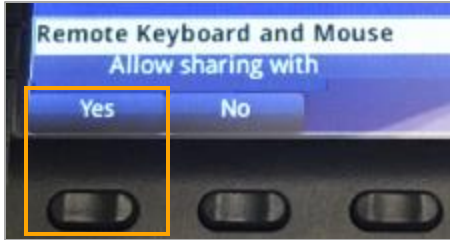


Press the button under **Save**.

If needed, press the button under **Reconnect**. Your phone will seek your computer.

Click the **Home** button to return to your home screen.

When the dialogue box appears on the phone, click **Yes** to allow sharing.



## FINISH P.C. CONNECTING

A new dialogue box will open on your PC screen.

On the computer dialogue box, click **Allow remote control**.



The taskbar button will appear red. Click to view version information.

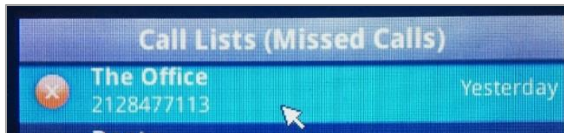


## FUNCTIONS

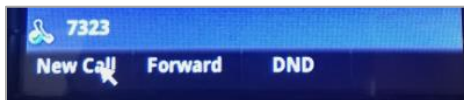
- Depending on where your computer is, move your mouse to the left or right until the cursor transfers from the computer screen to the phone screen.



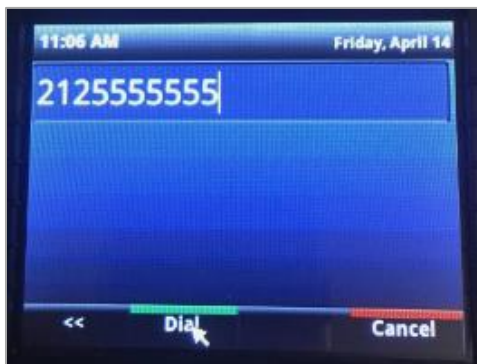
- Use your mouse to click on a phone line.



- Use the mouse to click on any available on-screen function.



- Type on your keyboard to enter a phone number.  
Hit enter to dial or click Dial.



Use your mouse to click end call or navigate through other phone features.