Instructions to use Polycom RealPresence Desktop for Windows

1. Use the laptop marked, “Polycom RealPresence Desktop”
2. Plug in the power cord
3. Plug in the green network cable into a port for DHCP (most ports are this)
4. Attach the projector if needed
5. Turn on the laptop
6. Click on OK at the warning screen
7. Login as “student” – no password
8. Turn on the projector
9. Confirm that you are able to get onto the internet, if a web site doesn’t come up:
   a. Try going to “Google.com” website
   b. If there is a yellow ! on the wireless bar, click on the bars and click on Disconnect on the UHHilo wireless connection
   c. Retry the internet connection
   d. If it still does not connect try a different network port
   e. Once the internet connection is established, close the internet.
10. Double click on the icon labeled “Polycom RealPresence”
11. If the message appears about the number of days on the trial, click on Continue
12. On the top right side of the window is an icon that looks like an address book, click on the Contacts icon.
13. Click on the > to the right of “Cancer Center”
14. The details should be displayed, click on either of the devices listed under “Devices:”
15. This will automatically call the Cancer Center
16. When finished, click on the red phone icon to hang up.
17. Close the software and shut down the computer.