

### **Polycom Installation Tips & Readiness Checklist**

- **If using a Group 500 series, the unit is much easier to use if you add on the Touch Panel option**
  - Camera tracking is also available by using the Eagle Eye Producer option that allows for the camera to track and follow voices automatically. This can be toggled on or off as desired
- **TV or Display**
  - On Group series units, consider two screens if the venue will support it as you can use one for Content Sharing and one for Video Conferencing
  - Trio units only support 1 screen and should be used in small conference rooms or huddle rooms
  - Wall mount bracket will be needed for TV or Display mounting, or table top stand for TV to sit on
  - Wall mounting should be addressed with appropriate building facilities personnel so they can mount it and ensure that it is structurally sound and mounted properly
  - Screens must be mounted to walls or placed where they are desired prior to engaging CBTS for installation of the unit – CBTS will not mount units to the wall
  - Projectors may also be used, but ensure that they are high lumens projectors as you will want to have the lights on so that participants in video calls can be seen
  - If you purchase a TV or display without a camera shelf for the top, you may want to add the follow set top shelf from Home Depot that is less than \$35:  
[http://www.homedepot.com/p/Stanley-10-lb-Universal-TV-Top-Shelf-Medium-ATS-112/206043485?cm\\_mmc=shopping\\_-bingpa\\_-27\\_-206043485&ci\\_src=328768002&ci\\_sku=206043485](http://www.homedepot.com/p/Stanley-10-lb-Universal-TV-Top-Shelf-Medium-ATS-112/206043485?cm_mmc=shopping_-bingpa_-27_-206043485&ci_src=328768002&ci_sku=206043485)
- **Network jacks (2) (unit and touch panel will require them)**
  - A third network jack may be needed if using a SmartTV if you intent to use apps or browse the web using the SmartTV functionality
  - Network jacks must have connectivity to the voice VLAN and data VLAN
  - Please submit a ticket to the CSC to ask for a DCHP reservation for the IP address used on the Polycom Device and Touch Panel if included. Also ask for a DNS name to be assigned to this IP address such as SOT39A2, which is a standard naming convention that stands for buidling/floor/conferenceroomnumber.
  - TCP/IP Ports Needed:
    - Vide/Audio -3230-3253 TCP/UDP
    - Q.931 Call Setup - 1720 TCP
    - Skype for business – 443 and 5061 TCP and UDP
    - Additional ports are required for Office 365/Skype for Business Integration
- **Power – will need power for each of the screens, and CODEC device. Power for the touch panel is provided via Power over Ethernet from the network jack**

- **For content sharing, you can download the PPCIP application from the NGTS Sharepoint site, in the Video Conferencing section.**  
<https://soh.sp.ohio.gov/sites/ngts/SitePages/Video%20Conferencing.aspx>
  - Requires being authenticated in the state's network and does not support audio
  - For use by others, you can add a long HDMI with a cable converter to support VGA or other desire connections
  - Consider a dedicated PC or laptop in the room to support content sharing
  - Consider purchasing a long HDMI cable for connecting to laptops for content sharing – may also want an adapter for conversion to VGA for older devices
  - For Skype for Business integration, a resource mailbox for calendaring should be setup for the room – please submit a ticket to the CSC to ask for this
- **Ensure that you have created a request in ServiceNow to make the profile and number associated with the device a Video Room Profile**
- **Ensure that DNS name is used and that no IP address is displayed for appropriate security – recommend affixing a label to bottom left of the screen for each unit denoting the DNS name for the unit**
- **Each unit receives its own Video Bridge number and account information, and this should be documented and placed along with the unit**
- **Instructions are also available on the sharepoint site for content sharing. Many customers dedicate a laptop to the room with an HDMI port for content sharing since security settings and installing applications are not permitted in many cases**