

Fund Computer Users : How to Get Ready for IMF Polycom Videoconference

Step 1: Request Account

1. Access <http://IMFVTC> via Fund network, or use Citrix.
 2. Click "Request Your Account" button.
- Request Your Account
3. A confirmation email will be sent to you once your account is setup.

If you are viewing this QRC electronically, click [this link](#) to request your account.

System Requirements (to join a VTC)

- RealPresence desktop software
- Webcam
- Speaker
- Microphone
- Internet connection

Need Help?

<http://IMFVTC>

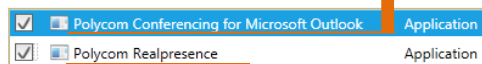
Contact The IT HelpDesk:
202-623-6631/ ithelpdesk@imf.org



Step 2: Installation



Search "Polycom" from Software Self Service (SSS), then install the following two items:

Outlook Plug-in: Creates a button in Outlook. Necessary to schedule video conferences.



Polycom Program: Pre-installed on Fund laptops. Install the program when using a Fund desktop.

After installation, **change the default meeting password:**

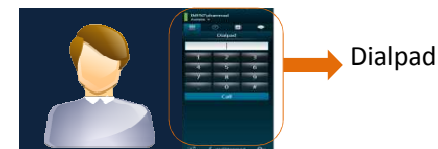
1. In Outlook, Click  Schedule Polycom Conference (located under Add-INS tab if you are using outlook 2013)
 2. Find  icon in the ribbon then click on the down arrow.
 3. Select *Options*.
 4. Change the *Meeting Password* then hit OK.
- (Password Requirements: min 5 numerical characters; same number can be repeated only once)

Step 3: Initial Sign-in

1. Open Polycom by going to *Start > All Programs > Remote Access Services > Polycom > Polycom RealPresence Desktop*.
 2. Once launched, click on **Enter** under "Enterprise Sign-In."
- Enterprise Sign-In
3. Enter your IMF email address and click **Next**.
 4. Enter your credentials:
 - If you logged into the computer using **enterprise account**, Check "Sign in using network login credentials" (do not enter any information for login fields).
 - If you logged into the computer using **local account**, provide your enterprise credentials in the following format

User Name:	<input type="text" value="IMFNT\JDoel"/>
Password:	<input type="password" value="*****"/>

5. Check "Remember Password".
6. Click **Sign In**.
7. Once signed in, your video will be displayed along with a dialpad on the right side.

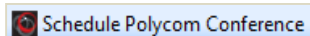


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Schedule and Participate in a IMF Polycom Videoconferencing Meeting

To Schedule (Outlook Plug-in for Polycom Required)

1. Click the “Schedule Polycom Conference” button in Outlook.

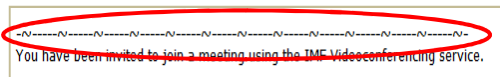


2. Fill out the essential criteria and invite participants.

Note: Do **NOT** delete “PolycomConfService” from the “To” section.




3. [Optional] Add a VTC ready conference room under “Add Rooms,” if needed.
4. [Optional] Add your own meeting notes, if needed.
Note: Do **NOT** edit the text below the dotted line. Add additional text/information above the dotted line.



To Participate

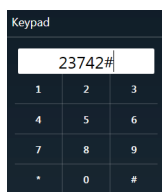
1. Launch Polycom RealPresence Desktop from the Start menu.
2. Join the meeting by dialing the meeting ID from the invite.

IMF Devices and VTC rooms:
• IMF Workstations, join using Polycom RealPresence Desktop by dialing: **555914**

3. When prompted for password, click  to open all menu options. Click on the keypad icon to activate the keypad.



4. Enter the meeting password followed by #.



Click on the Keypad icon again to minimize the keypad.

5. Record your name when instructed.
6. You will hear music if you are the first participant.

Secure Communications with Polycom

The host and participants must both use Polycom or another VTC tool for the conference to be **secure**.

Making Ad Hoc Secure Calls

When you are traveling, on-the-go (and cannot schedule a conference in Outlook on your Fund workstation), and need to make a secure call, use your personal Polycom bridge.

This is your own **personal, permanent** meeting bridge with a meeting ID and password.

To request and use a personal Polycom bridge:

1. Contact the *IT Help Desk* at (202) 623-6631 (x36631) to request a personal bridge.
2. Watch for an email from *ITD, Video Conferencing Engineering* with instructions on your bridge and how to call into the bridge using the Polycom mobile app. Internal Fund colleagues/external Fund contacts can dial into the bridge using the app, their desktops, or a VTC conference room.