Configuring Polycom HDX Endpoints

1. In your web browser address line, enter the HDX system’s IP address.
2. Go to Admin Settings > General Settings > System Settings.
   
   a. Set system name to building and room # where the end point is located. Ex. UC1400C
   b. Set “Auto Answer Point-to-Point Video” to yes. This will allow the bridge to connect to the endpoint for scheduled meetings.
   c. Click Update at the top of the page

3. Go to Admin Settings > Network > IP Network
   
   a. H.323 Settings
      i. Enable IP H.323: Check on
      ii. Use Gatekeeper: gatekeeper.utoledo.edu
      iii. H.323 Name: “EP-“ followed by the building and room# where the end point is located Ex. EP-UC1400C
      iv. Set the H.323 Extension (E.164) ID. This is the 7 digit phone number associated with the room where the End Point is located.
      v. Click the update button at the top of the page
4. Go to Admin Settings > LAN Properties
   a. Ensure the IP address field is set to “Obtain IP Address Automatically” for both IPv4 and IPv6
   b. Click Update at the top of the page
5. Go To Admin Setting > Audio Settings
   a. Check “Mute Auto Answer Calls”