Connecting to a Polycom Session with Office Communicator
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1. Before you can use Communicator for a Polycom Session you must request Office Communicator access in the comments portion of the Polycom request form.

2. Open Office Communicator and type + Video Conference Portal in the search box at the top of your contacts list. The Codian test bridge listing should pop up.

3. Right-mouse click on the bridge listing and select Add to Contact List, adding it to an appropriate group in your contacts.

4. In your contacts list, right-mouse click on + Video Conference Portal and select Start a Video Call.

5. When the + Video Conference Portal Conversation window opens, the screen will show the Codian menu, and the auto-attendant will respond with "Please enter the conference number followed by the pound key, or press start to create a new conference."

6. Click the “Display dial pad” icon on the tools toolbar in the conversation window.

7. Using the Communicator dial pad, enter the number shown on the screen for the conference desired, followed by the pound ("#") key, and the conference PIN number if the conference has been password protected. You should then be connected to the conference.