



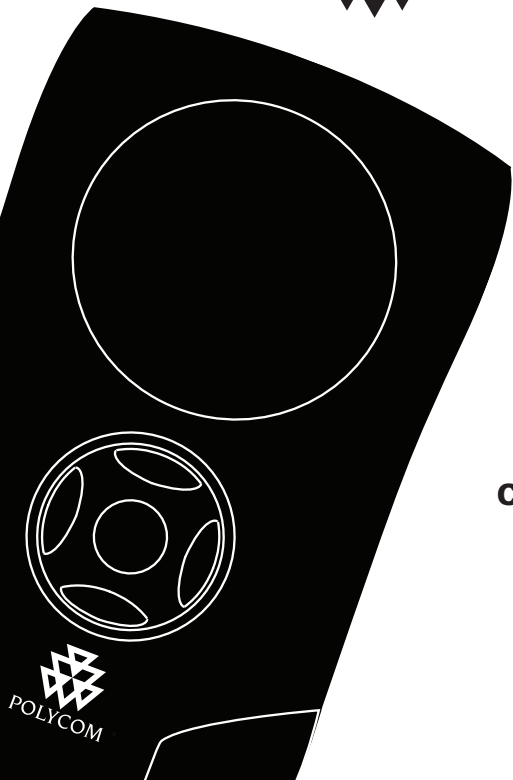
**POLYCOM® COMMUNICATOR**

**POLYCOM®  
COMMUNICATOR**

MODEL NO. C100S



**USER GUIDE**

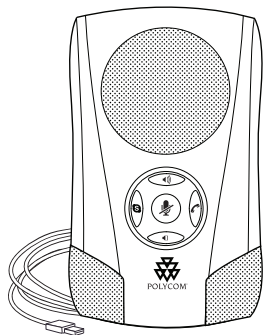


## Introduction

Thank you for choosing the Polycom® Communicator C100S.

The Polycom® Communicator C100S connects to your computer's USB port, giving you full-duplex, two-way telephone conversations over the Internet via your Skype™ account.

This package contains everything you need to get started. If you are missing any of the items shown on this page, please contact your reseller immediately.



Polycom® Communicator



Setup Wizard CD

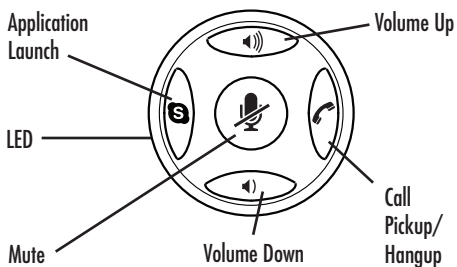
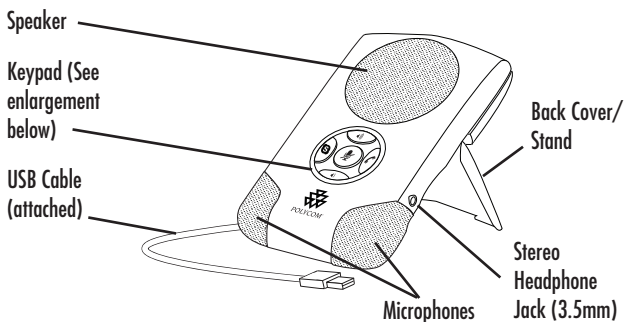


User Guide

Carrying Case



## Features



## Setup

Insert the Setup Wizard CD included with your package and follow the onscreen instructions.

When prompted, connect the Polycom® Communicator C100S to the port on your computer in the following manner:

- ▶ Flip open the back cover of the Polycom® Communicator C100S unit.
- ▶ Unwind the USB cable.
- ▶ Open up the back cover/stand to its locked position. (For best acoustic performance, the unit is designed to stand at a 40° angle to the surface it rests upon.)
- ▶ Insert the USB cable of the unit into a USB port on your computer.

When the unit has been connected, complete the software and hardware installation as per the onscreen instructions.








## Getting Started

The Polycom® Communicator is ready to use after completion of software and hardware installation.

In order to use the Polycom® Communicator C100S, you will need to have Skype™ installed on your computer. Go to [www.skype.com](http://www.skype.com) to download the latest version of Skype™.

In order for the Polycom® Communicator C100S to function properly, the microphone and speaker volume (in Windows Sounds and Audio Devices) settings must not be set to “mute”.

The controls on the keypad allow you to have basic call control functionality:

- ▶ Launch the Skype™ application 
- ▶ Answer an incoming call 
- ▶ Hang up a completed call 
- ▶ Initiate a call with a selected Skype™ Buddy 
- ▶ Volume Up 
- ▶ Volume Down 
- ▶ Mute 

## Diagnostics

With the Polycom® C100S Manager, you can test for microphone, speaker, and LED functionality.

To launch the Polycom® C100S Manager, double-click on the Polycom® Communicator icon on the desktop and click on the Diagnostics Tools tab (see below).



The screenshot shows the Polycom Communicator software window. At the top left is the Polycom logo with the tagline "TOGETHER, GREAT THINGS HAPPEN." Below the logo is a black Polycom C100S Communicator device. To the right of the device, it says "Available Colors: Blue Gray". Below the device is the text "Polycom Communicator for skype Model C100S". A paragraph of text describes the device's features: "The Polycom Communicator gives you the ultimate hands-free Skype experience. Polycom's legendary Acoustic Clarity Technology enables crystal-clear, natural conversations while eliminating echos and feedback. Untie yourself from your headset for high-fidelity hands-free calling, and plug into the built-in headphone jack when you need privacy." To the right of the device is a vertical menu with the following items: "Diagnostics", "About Polycom Communicator", "Register Your Product", "Take A Tour", "Software Updates", "Polycom Home", and "Help". At the bottom right of the window is a button that says "Download Skype Software Now". At the very bottom of the window, there are four small icons labeled "VIDEO", "VOICE", "DATA", and "WEB".

## Tips

- ▶ In order to use this device, you will need to have Microsoft® Windows® XP installed on your computer.
- ▶ For best acoustic performance, always use the device with its back cover/stand opened to the locked position.
- ▶ For private conversations, stereo headphones can be plugged into the side of the Polycom® Communicator C100S unit. If you have a set of desktop PC speakers you can plug them into the 3.5mm headphone port on the side of the Polycom Communicator for stereo sound.

- ▶ You can use the Windows® Sounds and Audio Devices screen to adjust the volume of the microphones and speaker.

*Please note that the Polycom Communicator automatically becomes your default Windows Audio Device (Mic & Speaker) when it is plugged into your computer. If you do not want the Polycom Communicator to be your default Windows Audio Device you can change your audio settings by doing the following: Select “Start” → “Settings” → “Control Panel” → “Sounds and Audio Devices” → “Audio” → then select your embedded sound card from the drop-down menu for “Default Audio Device”.*

*If you make this change you will then need to go to the Skype Application and make Polycom Communicator the default sound device for Skype by doing the following: Open the Skype Application → Select “Tools” → “Options” → “Sound Devices”. You can then change the “Audio In”, “Audio Out” and “Ringing” settings to the Polycom Communicator.*

- ▶ To check for new software updates, run the Polycom® C100S Manager and click the Help tab. This will automatically take you to the Polycom® Tech Support site. The latest software is available for download from this site.
- ▶ For additional information about the Polycom® Communicator C100S or other Polycom® products, please visit [www.polycom.com](http://www.polycom.com).



## **U.S. and Canada Regulatory and Compliance Information**

### **Part 15 Rules**

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions:

(1) This device may not cause harmful interference, and

(2) This device must accept any interference received, including interference that may cause undesired operation.

### **Class B Digital Device or Peripheral**

NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy

and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the

equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- ▶ Reorient or relocate the receiving antenna.
- ▶ Increase the separation between

the equipment and receiver.

- ▶ Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- ▶ Consult the dealer or an experienced radio/TV technician for help.

## **Modifications**

In accordance with part 15 of the FCC rules, the user is cautioned that any changes or modifications

not expressly approved by Polycom Inc. could void the user's authority to operate the equipment.

## **Canadian EMC Class B**

This Class [B] digital apparatus complies with Canadian ICES -003.

Cet appareil numérique de la classe [B] est conforme à la norme NMB-003 du Canada.

## **EEA (European Economic Area) including Switzerland**

### **CE Mark LVD and EMC Directive**

This Polycom Communicator CS100 has been marked with the CE mark. This mark indicates compliance with EEC Directives 89/336/EEC and 73/23/EEC. A full

copy of the Declaration of Conformity can be obtained from Polycom Ltd, 270 Bath Road, Slough, Berkshire, SL1 4DX, UK.

## **Japan**

### **VCCI Class B**

この装置は、情報処理装置等電波障害自主規制協議会(VCCI)の基準に基づくクラス B 情報技術装置です。この装置は家庭環境で使用することを目的としていますが、ラジオやテレビジョン受信機に近接して使用されると、受信障害を引き起こすことがあります。取扱説明書に従って正しい取り扱いをしてください。

## **Worldwide**

### **Installation Instructions\***

Installation must be performed in accordance with all relevant national wiring rules.

## **Warranty**

This product comes with a limited one-year warranty.



For information, contact your reseller or go to:

[www.polycom.com](http://www.polycom.com)

Polycom WW Headquarters:

Polycom, Inc. Corporate Headquarters

4750 Willow Road

Pleasanton, CA 94588

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