



Polycom ReadiManager LX100 Getting Started Guide



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Using This Guide

Before you install the Polycom ReadManager™ LX100, use this guide to learn how to set up and configure the unit for scheduling and device management.

Overview

Contents of this Package

- Polycom ReadManager LX100 unit
- Power cord
- Wall mounting rack

Unpacking the Unit

You should inspect the box the Polycom ReadManager LX100 unit was shipped in and note if it was damaged in any way. If the server itself shows damage, you should file a damage claim with the carrier who delivered it.

Refer to the System Safety section when deciding on a setup location for the Polycom ReadManager LX100.

Disclaimer

Polycom is not responsible for damage sustained during reshipment of this product.

System Safety

General Safety Precautions

Follow these rules to ensure general safety:

- Keep the area around the Polycom ReadIManager LX100 clean and free of clutter.
- The unit weighs approximately 15.5 lbs (7 kg). When lifting the system, two people at either end should lift slowly with their feet spread out to distribute the weight. Always keep your back straight and lift with your legs.

Electrical Safety Precautions

Basic electrical safety precautions should be followed to protect yourself from harm and the Polycom ReadIManager LX100 from damage:

- Be aware of the locations of the power on/off switch on the chassis as well as the room's emergency power-off switch, disconnection switch or electrical outlet. If an electrical accident occurs, you can then quickly remove power from the system.
- Do not work alone when working with high voltage components.
- Do not use mats designed to decrease static electrical discharge as protection from electrical shock. Instead, use rubber mats that have been specifically designed as electrical insulators.
- The power supply power cords must include a grounding plug and must be plugged into grounded electrical outlets.
- CD-ROM Laser: CAUTION - this server is equipped with a CD-ROM drive. To prevent direct exposure to the laser beam and hazardous radiation exposure, do not open the enclosure or use the unit in any unconventional way.

Rack Mount Safety Precautions

- Decide on a suitable location for the equipment rack that will hold the unit. It should be situated in a clean, dust-free area that is well ventilated. Avoid areas where heat, electrical noise and electromagnetic fields are generated. You will also need it placed near a grounded power outlet.
- Ensure that the leveling jacks on the bottom of the rack are fully extended to the floor with the full weight of the rack resting on them.
- In a single rack installation, stabilizers should be attached to the rack.

- In multiple rack installations, the racks should be coupled together.
- Always make sure the rack is stable before extending a component from the rack.
- You should extend only one component at a time - extending two or more simultaneously may cause the rack to become unstable.

Server Precautions

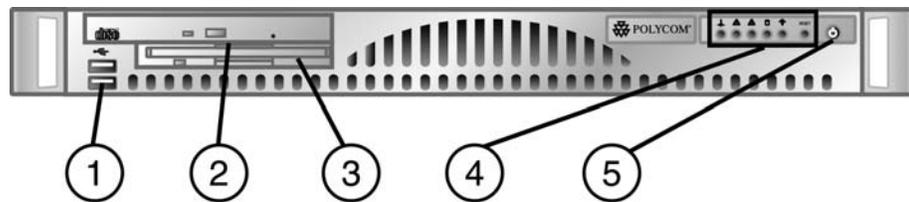
- Before you install the rails, determine the placement of each component in the rack.
- Install the heaviest server components on the bottom of the rack first, and then work up.
- Use a regulating uninterruptible power supply (UPS) to protect the server from power surges, voltage spikes and to keep your system operating in case of a power failure.
- Allow the power supply units to cool before touching them.
- Always keep the rack's front door and all panels and components on the servers closed when not servicing to maintain proper cooling.

Product Information

Front Panel

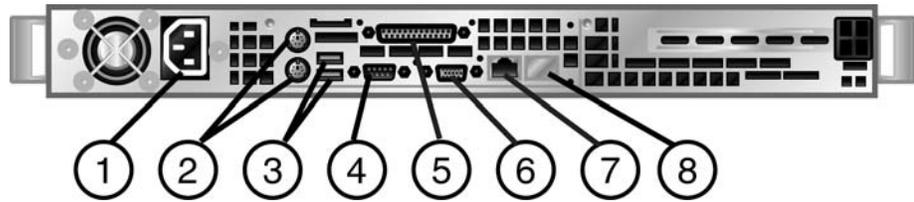
Several LEDs on the control panel as well as one on the motherboard help keep you constantly informed of the overall status of the system as well as the activity and health of specific components. There are also two buttons on the chassis control panel and an on/off switch on the power supply.

The table below explains the meanings of all LED indicators.



Item	Function	
1	USB1	Universal Serial Bus port
2	CD - ROM	Slim CD ROM drive
3	Floppy disk drive	Slim floppy
4	Control Panel/LEDS	<p> Overheat: Indicates an overheat condition in the chassis.</p> <p> NIC: Indicates network activity on LAN when flashing.</p> <p> HDD: Indicates IDE channel activity.</p> <p> Power: Indicates power is being supplied to the system's power supply units. This LED should normally be illuminated when the system is operating.</p> <p>RESET: The reset switch reboots the system.</p>
5	Power	This is the main power switch, which is used to apply or turn off the main system power. Turning off system power with this button removes the main power but keeps standby power supplied to the system.

Rear Panel



Item	Function	
1	Power	Connects to power
2	PS/2 port	Mouse - Green
		Keyboard - Purple
3	USB 0/1 Ports	Universal Serial Bus port
4	COM1 Port	RS-232 port
5	Parallel Port	Printer cable port
6	Monitor	VGA monitor port
7	LAN1	Ethernet port for connecting to the network.
8	LAN2	Disabled

Enabling Remote Access

Before the Polycom ReadManager LX100 can be configured for scheduling or device management, the unit needs to be configured and connected to the network. Once these tasks are accomplished, the unit can be accessed remotely from any web browser within your network.

There are two main steps to configuring your ReadManager LX100 for remote web access:

- Physically connecting the units
- Configuring the network settings

Configuring the Unit to Connect to the Network

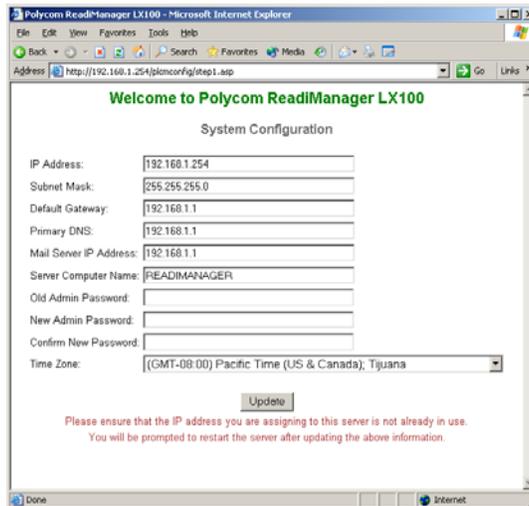
There are two ways of enabling remote access of the unit: connecting the unit to a PC with a crossover cable or connecting the unit to a hub along with a PC connected to the same hub.

Required Components

- PC with a network card
- ReadManager LX100 Server
- Crossover cable, OR 2 Ethernet cables and a small Ethernet hub or switch.

To connect the unit

1. Connect the ReadManager's Ethernet port to an Ethernet port on the PC via a crossover cable, or connect both the ReadManager and the PC to the same Ethernet switch (or hub) using standard Ethernet cables.
2. Power on both devices.
3. Configure the Network settings of the PC to the following by changing the TCP/IP properties so that it can communicate with the Polycom ReadManager LX100. If you need more instructions on how to perform this, see the directions on Configuring Network Connections for the unit on page 11.
 - IP Address: Can be any IP address from 192.168.1.1 through 192.168.1.253 (e.g. 192.168.1.37)
 - Subnet Mask: 255.255.255.0
4. Using the PC, launch an Internet Explorer Browser and type "http://192.168.1.254" in the browser's "Address" field to access the ReadManager LX100 server.
5. When a login prompt appears, enter the following:
 - Username: administrator
 - Password: polycom
 - If Windows authentication window doesn't launch then verify that both the ReadManager server and the PC each have the correct network configuration, and that the devices can "ping" each other. If you do not know how to accomplish this, contact your IT administrator.
6. When you arrive at the Welcome to Polycom ReadManager LX100 page, configure the system to work with your network.



All fields are required. Enter the following information:

Note: Some of the input values may require IT assistance.

Field	Description
IP Address	This will be the static IP address of the unit. This IP address should be different from the default IP address shipped with the system so that it will be accessible on the network.
Subnet Mask	Your network's subnet mask.
Default Gateway	Your network's default gateway IP address.
Primary DNS	Your network's DNS Server IP address.
Mail Server IP address	This is the IP address of the mail server from which scheduling emails will be sent from.
Server Computer Name	The hostname assigned to the ReadManager LX100's IP address.
Old Admin Password	"polycom" is the default password and this should be changed to comply with the password policies of your organization. This password applies to the system configuration only.
New Admin Password	This field is for the new admin password.
Confirm New Password	Repeat password from above.
Time Zone	Set the time zone for where the server sits.

- Click on Update. The server will prompt to restart, click on restart server button.

7. After the unit has been configured, connect the unit to your network.

Logging onto Polycom ReadManager LX100

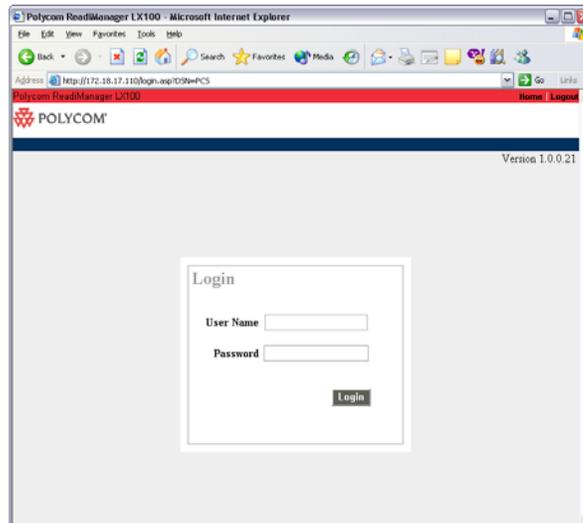
Once the server has been configured for remote access log onto the server using the IP address or computer name configured above in System Configuration, open a browser and type in: <http://IPAddress>.

Login Information

User Name: admin

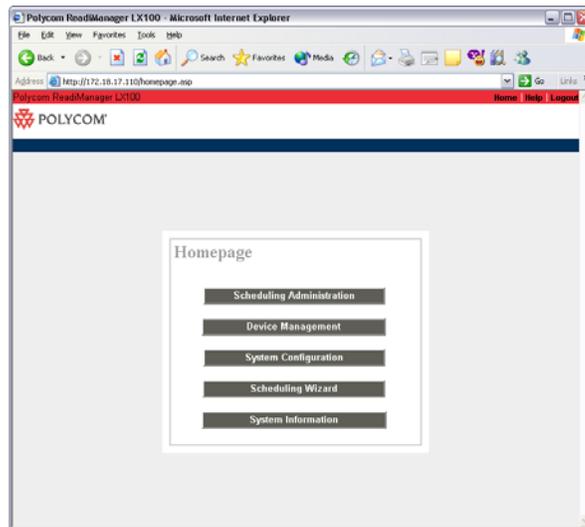
Password: admin

The Polycom ReadManager LX100 has two separate logins; one is strictly for the system configuration (network settings, password, time zone, and licensing). The other is for the device management and scheduling interfaces.



The ReadManager LX100 Home Page

After you log onto the system, the Polycom ReadManager LX100 home page appears. From this page you can launch each of the different Polycom ReadManager LX100 modules.



Scheduling Administration

In the Scheduling Administration module, you set up users for Polycom ReadManager LX100, and define the resources and equipment to be used for scheduling. Scheduling Administration also provides tools for defining your network, scheduling and managing conferences, and running reports.

Device Management

Using the Device Management module, you can manage and monitor your network. It includes features that let you remotely configure Polycom video devices, with actions such as software update and provisioning, Global Directory and Reports.

System Configuration

The System Configuration module lets you modify the network configuration for the ReadManager LX100 server and update Polycom ReadManager LX100 licensing.

Scheduling Wizard

With the Scheduling Wizard, users can quickly and easily schedule videoconferences.

System Information

Use the System Information module to check the version number, serial number, and license information for your installation of ReadManager LX100.

Next Steps

Your next step in setting up ReadManager LX100 for use is to set up Scheduling Administration. For details, refer to *Polycom ReadManager LX100 Scheduling Administrator's Guide*. After you have setup scheduling, refer to

Polycom ReadManager LX100 Device Management Guide for managing and monitoring your devices.

Polycom ReadManager LX100 comes with a set of documentation to help you set up and manage your videoconferencing network, equipment, and scheduling.

Separate documentation is provided for:

- *Scheduling Administration*
- *Device Management*
- *System Configuration*
- *Scheduling Wizard*

To access an HTML version of the documentation for each of these modules, just click the Help link at the top of the page.

In addition, PDF versions of some of the documentation is available in the Scheduling Administration module, on the Support > Downloads page. There you will find:

- *Polycom ReadManager LX100 Scheduling Administrator's Guide*
- *Polycom ReadManager LX100 Scheduling Guide*
- *Documentation for using the Microsoft Outlook and Lotus Notes scheduling components*

Configuring Network Connections for the PC

1. From the PC, click on the Start menu and then click on the Run option.
2. When the "Run" window appears, type ncpa.cpl
3. After the "Network Connections" window opens, right click on the Local Area Connection and select Properties.
4. After the "Local Area Connection Properties" window appears, click on Internet Protocol (TCP/IP) then click on the Properties button.
5. Once the "Internet Protocol (TCP/IP) Properties" window opens, set the options under "Use the following IP address" and "Use the following DNS server addresses" to the following ReadManager server default settings:
 - IP Address: IP Address: Can be any IP address from 192.168.1.1 through 192.168.1.253 (e.g. 192.168.1.37)
 - Subnet Mask: 255.255.255.0
 - Default Gateway: leave blank, or do not change
 - Preferred DNS server: leave blank, or do not change
 - Alternate DNS server: leave blank, or do not change
6. Click on OK for both the IP Properties window and the LAN properties window. Then close both windows.

Other Setup Tasks

When you use Polycom ReadManager LX100 for the first time, you need to make sure you are working with supported versions of Microsoft Windows and Internet Explorer, and that you have browser security settings appropriately configured.

The web interface of the Polycom ReadManager LX100 is supported on computers with the following:

- Microsoft Windows 2000 or XP
- Microsoft Internet Explorer 5.5 or greater with Active X control permission enabled
- Intel Pentium II-class processor or higher
- 64 MB RAM
- Recommended 128MB RAM for better performance
- 30 MB free space
- For the Microsoft Outlook component, MS Outlook 2000 (SR1), Outlook 2003, or Outlook XP must be installed. (See Microsoft hardware requirements for Outlook.)
- For the Lotus Notes component, Lotus Notes version 6.0.1 or higher must be installed. (See IBM Lotus Notes hardware requirements.)

Setting Up Your Browser

There are two security settings in Internet Explorer that need to be set up properly on each client PC from which Polycom ReadManager LX100 will be accessed:

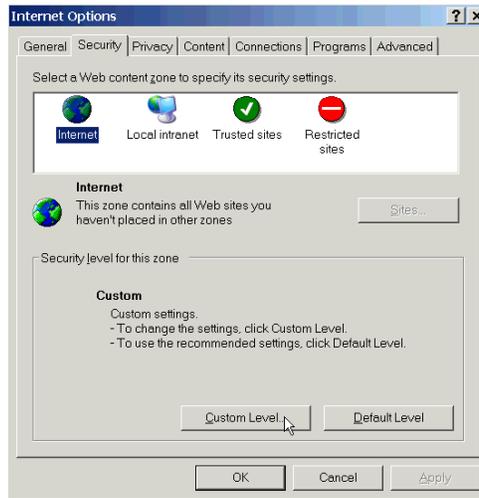
- Allowing ActiveX controls
- Setting the Polycom ReadManager LX100 server as a trusted server
- The settings described below refer to the Internet zone. The same settings should also be applied to the Local Intranet zone as well, especially if Polycom ReadManager LX100 is setup with a WINS Name.

Allowing ActiveX controls

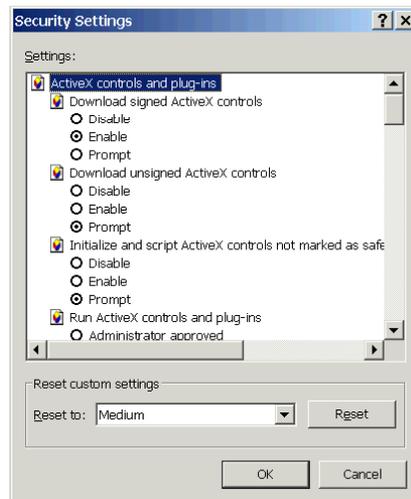
Many Active X controls are used in Polycom ReadManager LX100. The first time that a feature that requires an ActiveX control is used, the ActiveX control will be automatically downloaded to the client PC. To make sure the necessary ActiveX controls are downloaded properly, you may need to change some security settings in Internet Explorer.

To set ActiveX control settings

1. Launch Internet Explorer on the client PC, and from the Tools menu, choose Internet Options.
2. In the Internet Options dialog box, click the Security tab.



3. Select Internet.
4. Click the **Custom Level** button to open the Security Settings dialog box.
5. In the Security Settings dialog box, select "Enable" for the following settings:
 - Download signed ActiveX controls
 - Run ActiveX controls and plug-ins
 - Script ActiveX controls marked safe for scripting
6. Select "Prompt" for the following settings:
 - Download unsigned ActiveX controls
 - Initialize and script ActiveX controls not marked as safe



7. Click **OK** to save the changes to the Security Settings, and then click **OK** again to exit the Internet Options dialog box.

8. Select **Local Intranet** and click the **Custom Level** button to open the Security Settings dialog box.
9. Repeat steps 5 through 7 so that the settings for Local Intranet match those for Internet.
10. Click **OK** again to exit the Internet Options dialog box.

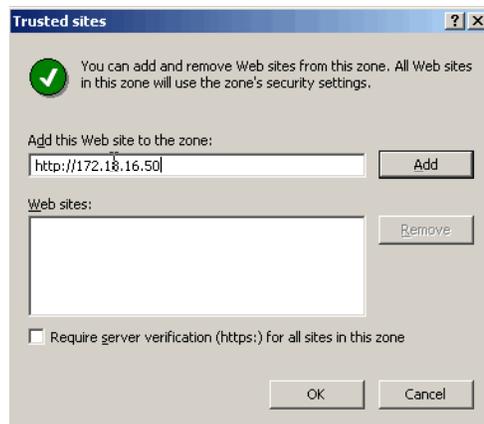
Note: There are many controls that will be downloaded to the client when accessing certain sections of Polycom RедиManager LX100. To avoid this, check the checkbox on the security certificate that asks "Always trust content from Polycom (or other organizations)".

Setting the Polycom RедиManager LX100 Server as a Trusted Server

In some networks, current proxy settings will not allow ActiveX controls to pass from the Polycom RедиManager LX100 server through to the client PC. If your network has a Proxy server and you are having difficulty running Polycom RедиManager LX100, you may need to set the Polycom RедиManager LX100 server as a Trusted server.

To set the Polycom RедиManager LX100 server as a trusted server

1. Launch Internet Explorer from the client PC, and from the Tools menu, choose Internet Options.
2. In the Internet Options dialog box, click the Security tab.
3. Click the **Trusted Sites** button and then click the **Sites...** button.
4. Under the field "Add this Web site to the zone," enter the URL of the Polycom RедиManager LX100 server and click **Add**.



5. Uncheck the checkbox "Require server verification (https:) for all sites in this zone".
6. Click **OK** in all of the dialog boxes to close out of the Internet Options.

Specifications

Electrical

Input 100 – 240 VAC (w/ \pm 10% tolerance – units are auto switching capable)

Physical

Dimensions 16.7 X 1.7 X 14 inches; 425 X 44 355.6 mm (W x H x D)

Weight 15.5 lbs.; 7 kg.

Environmental

Temperature Operating temperature: 10° to 35° C; 50° to 90° F
Storage: -40° to 70° C; -40° to 158° F
Operating Relative Humidity: 8% to 90% (non-condensing)
Storage: 5 to 95% (non-condensing)

Regulatory Compliance

Electromagnetic Emissions:

FCC Class B, EN 55022 Class B, EN 61000-3-2/-3-3, CISPR 22 Class B

Electromagnetic Immunity:

EN 55024/CISPR 24, (EN 61000-4-2, EN 61000-4-3, EN 61000-4-4,
EN 61000-4-5, EN 61000-4-6, EN 61000-4-8, EN 61000-4-11)

Safety:

EN 60950/IEC 60950-Compliant
UL Listed (USA)
CUL Listed (Canada)
TUV Certified (Germany)
CE Marking (Europe)

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