Equipment Usage ACC 1236

Cisco Phone

If the phone is not turned on:

1. Plug one end of the Ethernet cable into the wall outlet labeled "12B36".
2. Plug the other end of the Ethernet cable into the "LAN" slot located underneath the phone.
3. The phone will take approximately 1 minute to power on.

Making a Call

Press the "Green Phone" button or the "Dial" option via Cisco menu.

- If the number is a recipient inside the Atwood building, dial the 7-digit number.
- If the number is local but outside the Atwood building, dial the 7-digit number.
- If the number is a long distance number dial the 10-digit number.

Conference Call

Rules from "Making A Call" apply

Phone numbers must be added to the conference call individually.

1. After the first call is connected, press the "more" button on the Cisco menu.
2. The selections on screen will change. Press the "Confrn" button on screen. This will put the original caller on hold
3. Dial the next number to add to the conference. Once the next number connects, press "Confrn" again. This will merge both calls into one conference.
4. Repeat these steps until all recipients have been added to the conference.

Using the Desktop PC

Make sure the TV is turned on using the Power button the side.

Press the Input button until "Input 4" is selected.

You will need to have a State of Alaska LDAP sign in

Internet: Accessing the State Network

1. Plug one end of your Ethernet cable into "PC" slot located on the back of Cisco phone.
2. Plug other end of Ethernet cable into your computer.
3. Set your computer to automatically obtain IP address.
4. Your computer will begin accessing the State Network.

Connecting a Computer to the Television

1. Connect a VGA cable (the same cable used by SOA computer monitors) into the computer you wish to connect to the TV.
2. Connect the other end of the VGA cable into the TV. This slot is located on the left hand side of the TV and is labeled "PC-Input".
3. Press the "Input" button on the side of the TV until the correct Input is selected.
4. The TV will then display what is on your computer.