## Guidance notes on booking the Cisco IP 7937 Conference Phone

The Conference phone is owned by IT Services, and is a bookable resource should you wish to use it. Here is a step by step guide for how to book this phone:

- File Home Send / Receive ۵ (?) 000000 000000 000000 Find a Contact 5 R -7 ١ æ 28 22222 Address Book E-mail Calend New New New ppointment Meeting + Items + Today Next 7 Days Day Work Week Week Month Schedule + View Open Calendar Calendar - Groups Share Calenda Publish Online Calendar Go To ◀ July 2012 ► Mo Tu We Th Fr Sa Su • • 31 July 2012 Search Calendar (Ctrl+E) Q Calendar X IP conference Phone × 

   2
   3
   4
   5
   6
   7
   8

   9
   10
   11
   12
   13
   14
   15

   16
   17
   18
   19
   20
   21
   22

   23
   24
   25
   26
   27
   28
   29

   30
   31
   1
   2
   3
   4
   5

  08 00 My Calendars 🔲 Team: Pumford, Andrea 09 00 📃 Team: James, Gary Shared Calendar 10 00 Rooms 1100 1200 13 00
- 1. Using the Calendar function of Outlook, open the calendar for IP Conference Phone.

2. Book the IP Conference Phone for the date and time it is required. Be sure to book the appointment in advance of when you need the phone to ensure that you have time to collect it, set it up in the room and test it. You may need to book for a whole day or a few days depending on where you are based to allow you time to collect from the IT Services Admin Team in MX307.

File	Home	Send / Re	ceive	Folder	View	1	Meeting												۵ 🕻	3
-22222	1111 H	<b>2222</b>		-	(11111) (1111) (11111)		2222222	2222222		+	22222			222222		Find a Contact 🔻				
New	New	New	Today	Next 7	Day M	/ork	Week	Month	Schedule	Open	Calendar	E-mail	Share	Publis	b Calendar	Address Book				
Appointme	nt Meeting	* Items *	i o daj	Days	v v	/eek		*	View	Calendar	• Groups •	Calendar	Calenda	r Online	e * Permissions					
	New		Go T	0 5		A	rrange		Gi.	Manage	Calendars			Share		Find				-
Mo	July 20 Tu We Th	12 Fr Sa Su	<u>۲</u>	4 Þ	31 Ju	ly 2	2012											Search Calendar (Ctrl+E)	Q	L
25 26 27 28 29 30 <b>1</b>				Calan										4 ID	Dia and a dia				L	
2 3 4 5 6 7 8				Calend	Jar	×							_	🖷 IP conte	erence Phone X	<u>\</u>				
16	17 18 19	20 21 22			31				1	uesday					31		Tuesday			2
23	24 25 26	<b>27</b> 28 29																		2
30	<b>31</b> 1 2	3 4 5		08 00															A	í.
⊳ 🔽 Mv	Calendars																			l
Team: Pumford, Andrea			09 00	Test Appointment										Test Appoint	tment				L	
E Team: James, Gary				MX305 James, Garv										MX305 James Gary					1	
Image: Shared Calendars			10.00		.,								H						1	
D Rooms			10		_	_	_		-0					<u>8</u>					L	
																				1
				11 00																1
																			_	1
				12 <sup>00</sup>																1
																				1
				13 <sup>00</sup>																

- 3. When the IP Conference Phone is booked in the calendar, please then call the IT Service Desk on extension 2000. You will need to inform them that the IP Conference Phone has been reserved, which date or dates you require it and the time that you want to collect from the IT Service Admin Team. This step alerts the IT Services Admin Team that you will be collecting the phone from them.
- 4. IT is vital to confirm to the Service Desk that extension mobility for yourself or the main user has been obtained. **Without this external calls are not possible**.
- 5. Please ask the IT Service Desk Advisor if you need extension mobility set up.

- 6. Please call extension 2231 prior to collecting the phone from the IT Services Admin Team in MX307 to ensure that someone is available to hand over the IP Conference Phone.
- 7. Providing that you have plugged the phone into a live port (i.e.: an existing socket which already has an IP Phone plugged in), and have extension mobility, you can then start using the IP Conference Phone. Please ensure that you test the phone prior to making your conference call.
- 8. Should you require any further assistance, please inform the IT Service Desk.