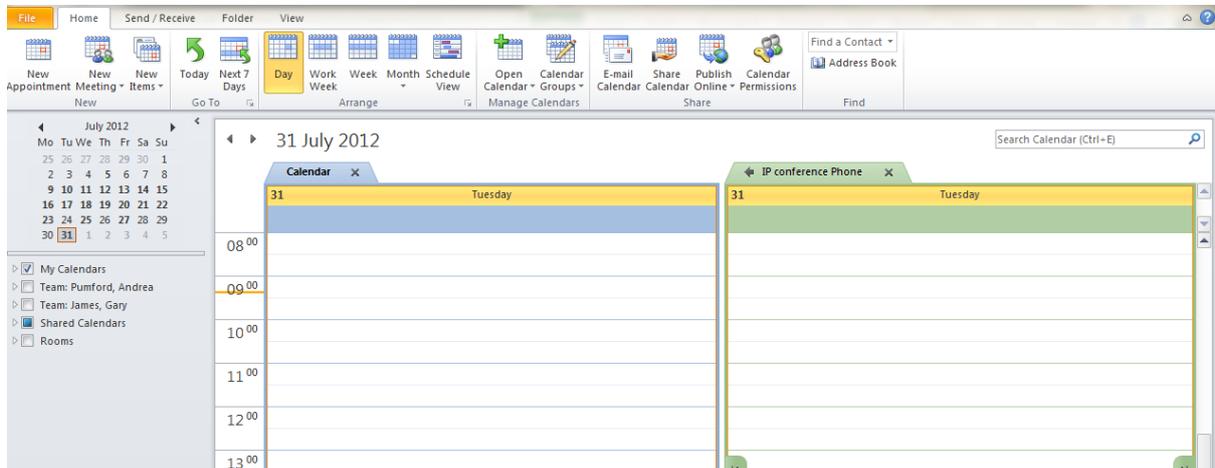


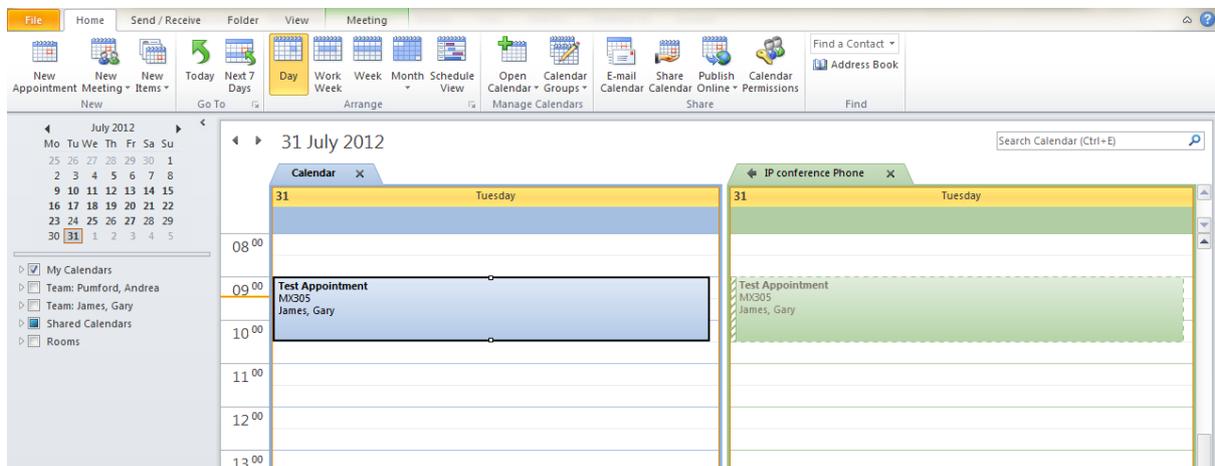
## Guidance notes on booking the Cisco IP 7937 Conference Phone

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:

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.



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.