

# **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 Your Own Device**

1. Make sure the TV is turned on using the Power button located on the right-side column of the TV.
2. Press the Input button until “Input 5” is selected.
3. You will plug in your device to the Docking Station Cord that is hanging. It will have an identifying label like flag on it.

4. The TV will now mirror your device's functions.
5. Use the provided wireless keyboard and mouse for navigation.

### **Internet: Accessing the State Network**

- 1) For the best results please use the SOA Data Wi-fi Network, logging in with current SOA employee credentials.
- 2) In the event SOA Data does not allow you to connect:
  - a) On the device you would like to connect to the wireless network, open the "Available Wireless Networks" menu.
  - b) Connect to the SOAGuest Wi-fi Network.
  - c) Once connected to the SOAGuest Network, A "Guest Portal" window will appear.
  - d) Click "Or register for guest access"
  - e) A registration window will appear
  - f) Complete the instructions on the form as follows: First name, Last name, phone number **\*\*note the phone number provided should be a mobile number the log-in credentials are sent via text message\*\*** and SMS Provider.
  - g) Click Register- An "Account Created" window will appear. (A text with the login credentials will be sent to the phone number provided above during registration).