

 University of Essex	University of Essex – TELS Standard Operating Procedures (SOPS) Setting up a conference phone IP 6000 in a teaching room with lectern		Page 1 of 11
	Doc Number: Document_ref_0028	Rev: 01	

GUIDE FOR USER ON HOW TO SET UP A SINGLE LINE CONFERENCE PHONE IN A TEACHING ROOM WITH A TOUCHPANEL LECTERN

APPROVALS

All approvals are maintained and controlled in the repository at \\sereng\lets\$\SOPs

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REVISION HISTORY

AUTHOR / REVIEWER (first name last name)	STATUS / REVISED SECTION	REV	APPROVED (initials / date)
Des Newell	Initial Release	01	/2/2018

Draft and Archived/Obsolete revisions are not to be used.
Access \\sereng\lets\$\SOPs\lets-SOP-Index.xlsx to verify revision.

 University of Essex	University of Essex – TELS Standard Operating Procedures (SOPS) Setting up a conference phone IP 6000 in a teaching room with lectern		Page 2 of 11
	Doc Number: Document_ref_0028	Rev: 01	

Table of Contents

1. PURPOSE	3
2. PROCEDURES.....	3
3. EQUIPMENT AND SKILLS.....	11
4. APPLICABLE REFERENCES.....	10
5. RESPONSIBILITIES.....	10
6. HEALTH AND SAFETY.....	10

	University of Essex – TELS Standard Operating Procedures (SOPS) Setting up a conference phone IP 6000 in a teaching room with lectern		Page 3 of 11
	Doc Number: Document_ref_0028	Rev: 01	

1. PURPOSE

Instructions to help users set up the conference phone IP 6000 in a teaching room with a lectern.

2. PROCEDURES

If you are familiar with the teaching lecterns as well as comfortable connecting network cables please use the following ‘Quick Guide’ **2.1**. Otherwise please use the detailed textual and pictorial guide that follows the Quick Guide from **2.2**.

2.1 Quick Guide

1. Plug the conference phone’s network cable into the network port of the lectern’s ‘Laptop Input Plate’. You may need to disconnect the network cable of the laptop loom extension (See **2.24 – 2.25**).
2. Once the network cable is connected the conference phone should power up commencing its start-up cycle (anytime between 10 seconds to 3 minutes **2.26**). Then press ‘New Call’ and dial the required number (**2.27**)

2.2 Detailed Guide

When opening the box containing the IP 6000 you should find the conference phone and one cable that may or may not be connected.



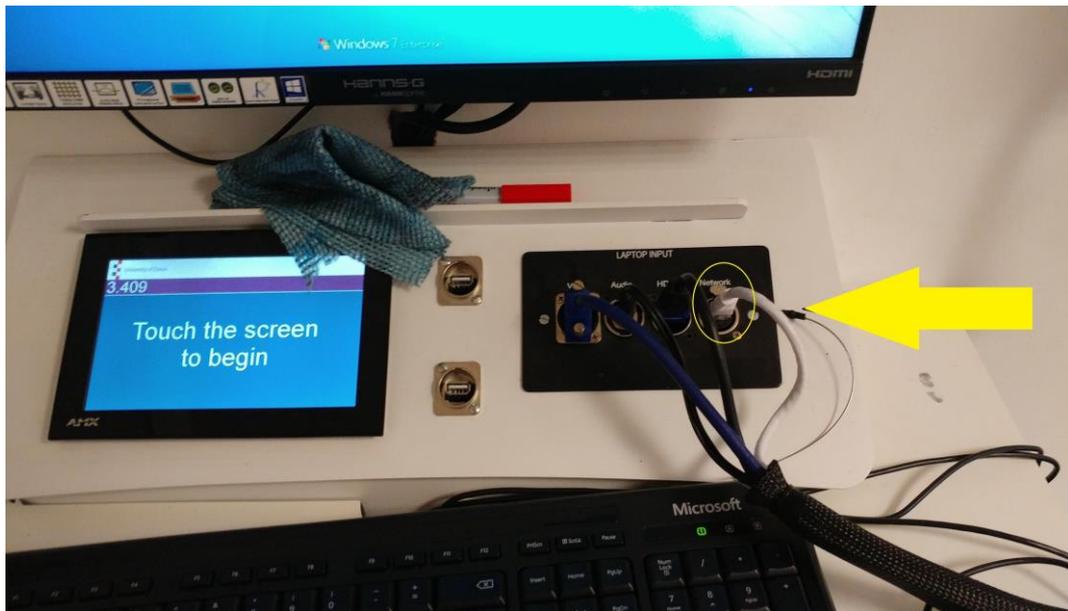
2.21 If the cable is unplugged please turn the phone over and plug either end of the cable into the phone as shown below:



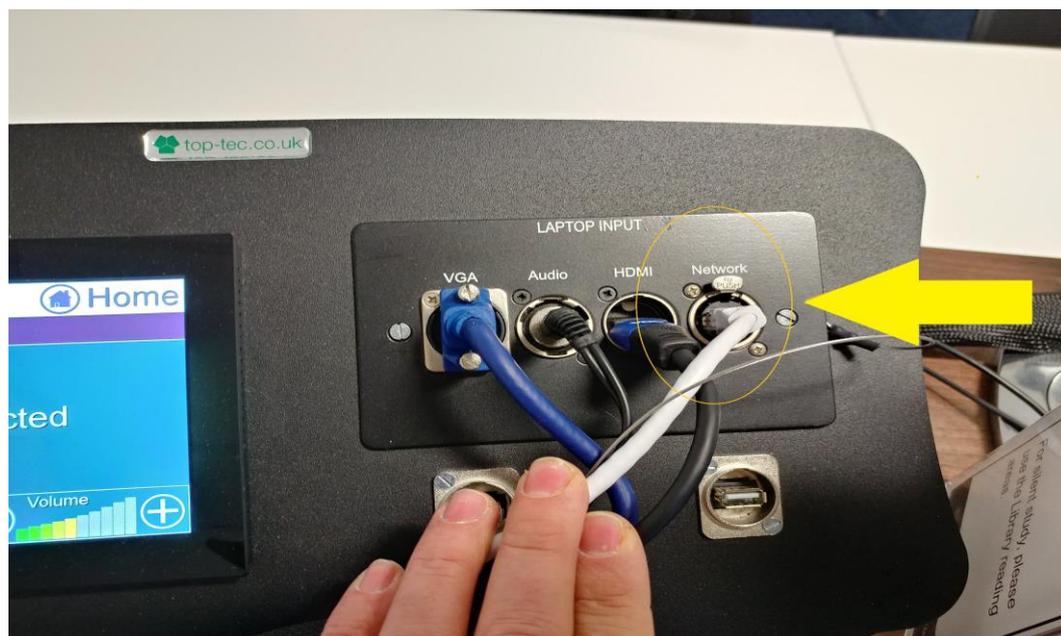
2.22 The other end of the conference phone's cable needs to be plugged into the teaching room's lectern to receive a signal.



2.23 This is done by locating the ethernet/ **network** socket on the lectern that is located on a plate next to the touch panel as shown below:



2.24 Although lecterns may vary in shape and size they do come with the network ports that are usually situated next to the touchpanel



	University of Essex – TELS Standard Operating Procedures (SOPS) Setting up a conference phone IP 6000 in a teaching room with lectern	Page 6 of 11
	Doc Number: Document_ref_0028	

2.25 Disconnecting Existing Network Lead From the Lectern

There should be a **network** lead already connected to the network socket you need to use. This network lead is usually white and it forms part of the laptop loom (several leads wrapped in a black gauze which is used to connect external devices to the lectern such as laptops).



Please remove this network lead by first pinching the top and bottom between finger and thumb then gently pulling out.

Unplugging this lead will not disrupt anything but, as a courtesy, please remember to plug it back in when your call has finished. Otherwise, following lecturers may experience trying to connect external devices to the lectern using the laptop loom.

Then plug in the network cable that came with the conference phone:

 University of Essex	University of Essex – TELS Standard Operating Procedures (SOPS) Setting up a conference phone IP 6000 in a teaching room with lectern		Page 7 of 11
	Doc Number: Document_ref_0028	Rev: 01	

- 2.26** Having connected the conference phone by ethernet cable to the lectern the phone should now **power up** and begin running its **startup programs**. The phone does require to be recognized by the network and this and its startup procedure may take several minutes.



- 2.27** Do not be alarmed if the screen displays an error message. This message is only temporary while the phone is undergoing the process of being recognized and then authorised on the network. This process can take anytime between 10 seconds and 3 minutes to complete. If the phone's screen is still showing an error message after 5 minutes please call AVS for assistance on ext. 3220.

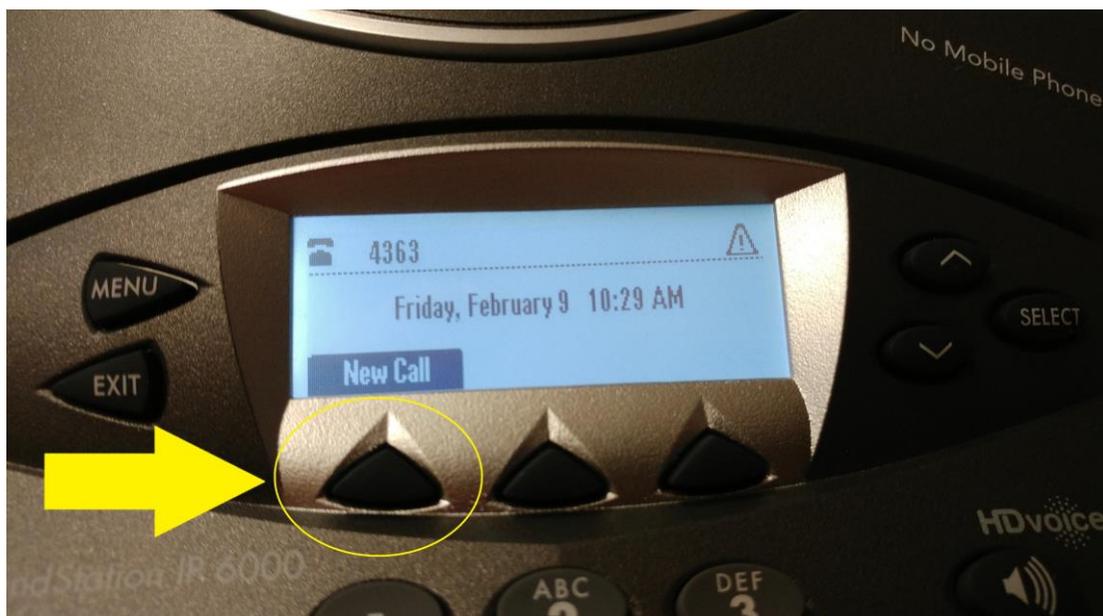


	University of Essex – TELS Standard Operating Procedures (SOPS) Setting up a conference phone IP 6000 in a teaching room with lectern	Page 9 of 11
	Doc Number: Document_ref_0028	

2.28 When this process has finished the phone's screen should display the extension number of the phone (top left), today's dates and time (in the middle) and the option to make a new call (bottom left). Please see below picture for reference:



2.29 To place a call please press the black triangular button under where the screen displays 'New Call' and dial as usual, either an internal extension number or dial 9 first for outside line then external number.



	University of Essex – TELS Standard Operating Procedures (SOPS) Setting up a conference phone IP 6000 in a teaching room with lectern		Page 10 of 11
	Doc Number: Document_ref_0028	Rev: 01	

2.30 Once a call has been placed you can either place the call **on hold** or **end the call** using the options displayed on the screen.



2.31 When you have finished your call please disconnect the phones network cable and wind it round the phone taking care not to bend the cable too sharply. Please also remember to plug back in the original laptop loom cable back in to the network port on the lectern.



 University of Essex	University of Essex – TELS Standard Operating Procedures (SOPS) Setting up a conference phone IP 6000 in a teaching room with lectern		Page 11 of 11
	Doc Number: Document_ref_0028	Rev: 01	

EQUIPMENT AND SKILLS

- Polycom IP 6000 Conference Phone (and included black network cable)
- Teaching lectern with network port
- An ability to follow straight forward instructions.

APPLICABLE REFERENCES

List of applicable reference documents.

- N/A

RESPONSIBILITIES

- User- to follow instructions and replace the original network cable back into the touch panel network socket.
- AVS- to respond to a fault call if phone malfunctions.

HEALTH AND SAFETY

List of applicable issues, warnings and related documents.