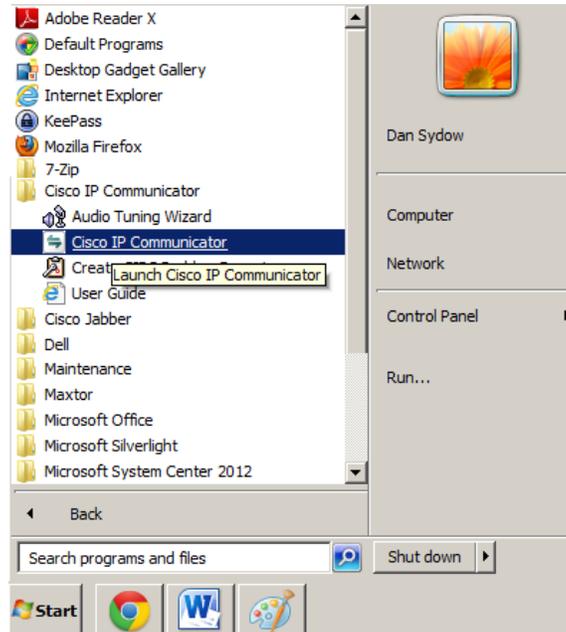


Cisco IP Communicator

Launching Cisco IP Communicator:

The application will launch automatically when the PC is turned on. If it doesn't there are a couple of other ways to launch it.

1. Open the start menu on the PC using the Windows Logo at the lower left corner.
Select 'All Programs' → Cisco IP Communicator → Cisco IP Communicator



2. There may be a Cisco IP Communicator Icon on your desktop.
Click on the Icon to launch Cisco IP Communicator.



The Program will take a while to launch and connect to the network. Be patient.
When everything has loaded and connected you should see a picture of a phone on your screen.

Cisco IP Communicator



A few things to keep in mind when using the IP phone

1. This phone uses the PC speakers to communicate. So what is said on the phone can be heard in the classroom
2. This phone uses a microphone attached to the PC so the person on the other end can hear everything that goes on in the classroom
3. This phone is designated for emergency purposes only. However there is an unintended use. You can use this as communication dean or chair's office or to another faculty member who has a 4 digit college phone number.
4. There will be an IP phone on each instructor PC in every classroom that has an instructor PC.
5. The number that is shown the phone's screen is the phone's extension
6. Every phone has speakerphone and mute capability. The mute button prevents the person on the other end from hearing your conversation. These button are on the lower right side of the phone (orange box on figure 1).
7. The phone will not work if the PC is turned off or you have exited the application. So be sure it is active when you turn on the PC.
8. The time and date are shown in the upper left side of the phone screen.

911

These phones use the college Emergency Responder when 911 is dialed. When you dial 911 you will get the county 911 system and simultaneously get campus security. Both will be able to identify your location on campus.

Cisco IP Communicator

Using Cisco IP Communicator:



Figure 1:

Contacting Security:

Number 1 (Red box)

There is a speed dial for the security office configured on the phone.

To contact security simply click on the speed dial button near the lower right of the screen.

This will connect you to the security office on your campus.

(Extension 7261 for New Bern and Extension 3343 in Havelock)

Cisco IP Communicator

Number 2 (green box)

Press this button to make a call to any 4 digit number on campus to include Havelock.

This phone cannot dial off campus and off campus numbers cannot dial this number.

Only Campus 4 digit numbers can call this extension

There are 2 ways to make a call

1. Use the mouse to click in the dial pad on the phone
2. Use the number keys on the keyboard.

Number 3 (Yellow box)

This is the directory button. There are 5 directories:

1. Missed calls – someone tried to call this extension and it wasn't answered
2. Received calls – all answered calls on this extension
3. Placed calls – calls you make on this extension
4. Personal directory – not used
5. Corporate directory – list all the staff and faculty of CCC that have phone numbers assigned to them.
You can search this directory by first name, last name, phone number. You use the dial pad number keys to select the text or numbers you want to enter. Example: If you select first name and want to enter an N you would press 6 on the dial pad and select the letter n by scrolling over to it.

Number 4 (Pink box)

This is the help button. This will explain some of the functions of the phone and how it works.

Number 5 (blue box)

The far right button (close) minimizes the phone to the task bar on the computer where the time is located.

The button to left (mode) minimizes the phone to a smaller image on the screen

The next button on the left (minimize button) minimizes the phone to an icon on the task bar like any application you would open on the PC.

The far left button (menu) exits the application. You will have to double click the icon on the desktop to reopen the phone.