

# Network/Phone Equipment Quick Tips and Instructions

## Internal Dialing Rules

Extensions: 101-115  
Page all extensions: 000  
Call all extensions: 100  
Access Voicemail: 200

## External Dialing Rules

National 10 Digit Dialing  
(xxx) xxx-xxxx  
Service Numbers: x11  
(e.g. 411, 911, and etc)

## Equipment

1. Call Manager Express Voice Router  
Hostname: CME\_RT
2. Call Manager Express Voice Switch  
Hostname: CME\_SW
3. Phones

## Warning

Do NOT Install the networking equipment Near Water, hot temperature or dusty areas.  
Plug into a surge protector or a battery backup UPS. Never use a surge protector  
between a device, and the UPS.

## Network Connections

Connect POTS Lines to FXO ports from Right to Left.  
Connect GE0/0 To the indicated Uplink Port on the CME\_SW.  
Connect a WAN or an additional LAN Port To GE0/1. (This port is used for CME\_RT,  
CME\_SW management, and system clock Synchronization.)

## Contact Information

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