



## Cisco Collaboration Desk Endpoints Adaptive Workspaces

Cisco IT - Unified Communications and Video



Dear <insert username>,

Congrats! Your order for a <insert device> has been approved by your Manager. We have placed the order for your <DX>.

Please click [here](#) to track your shipment.

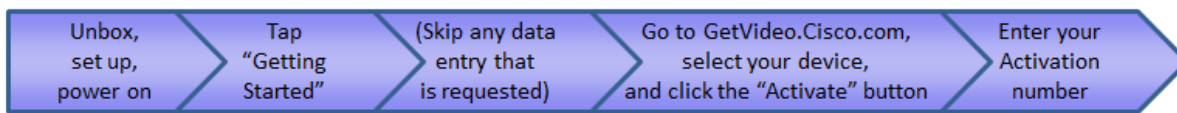
### What Should You Do Now?

Before your DX endpoint arrives, you should explore accessory options you may wish to order. You may want to order a keyboard & mouse, and perhaps a headset. Additionally, depending on your computer, you may need to get adapter cables so that you can connect it to your DX endpoint.

To explore accessory options, visit <LINK>

### Next Steps

**IMPORTANT:** Once you receive your <insert device>, and have set it up, you must activate it prior to entering any information into the DX. Visit the Setup section on the [DX Collaboration Desk Endpoint WebEx Social Community](#) and familiarize yourself with the process that you will need to follow to properly set up and activate your DX. On this community you will find these basic steps that must be completed in order:



Once you have followed those steps, in order, your device will restart, and you can then set up your voicemail. You can then begin using your DX!

### Request Details

Request Submit Date : MM/DD/YYYY

User Name (ID) : <insert user name/id>

Department Number : 123456

Sales Order Number: <link>

Primary Contact Number : 123-456-7891

### Information & Support

For support queries related to provisioning and device set up, open a [case online](#) or phone 8-574-0666, 1-919-574-0666 (within Cisco).

Thank you!

Regards

Cisco IT Unified Communications & Video