

Information Technology

Covid-19 Meeting Update / March 13, 2020

ZOOM Video Conferencing:

- I.T. has upgraded our account from 75 to 150 Pro Accounts
- I.T. is working on instructions for those new to Zoom
- Determining the best training method, looking at several established videos. I.T. will update.
- Email I.T. Helpdesk if an account is needed.
- Note: Police had asked for some Zoom licenses and I.T. is working on those today with Police I.T.

Other Video Conferencing:

- Note: Microsoft is moving away from Skype and is recommending to use Microsoft Teams for Video Conferencing. There are many online instruction videos on YouTube, for example:
<https://www.youtube.com/watch?v=wuA4rdFsVxo>

Everbridge: (Douglas County Emergency Communications' Mass Alert System)

- Everbridge
 - Target the individual and not the device
 - Escalate to ensure that the next person or group is notified
 - Broadcast to virtually any communications device
- I.T. will be working with Porter Arneil and all departments on Everbridge.
- Jillian Rodrigue has sent the spreadsheet for importing users, instructions will be developed before sending to departments. Responsibility roles will be established before proceeding.

Video Capability Conference and Meeting Rooms:

City Hall:

- 4th Floor, City Manager's Office Conference Room
- 3rd Floor, I.T. Director's Office
- 2nd Floor, H.R. new Conference Room under construction (April)
- 1st Floor, City Commission Room (Mobile 2-screen system).
- Ground Floor, MSO Large Conference Room

Riverfront: Planning & Development Services:

- Phoenix Conference Room
- Sunflower Conference Room

Fire Department:

- Fire Station #1
- Fire Station #2
- Fire Station #3
- Fire Station #4
- Fire Station #5
 - Fire Personnel
 - Jayhawk Conference Room
 - McSwain Conference Room
- Ambulance Station #11 (Baldwin City)
- Ambulance Station #12 (Eudora)

MSO:

- Kaw Water Treatment Plant Conference Room
- Kaw Water Plant Learning Room
- Kaw Wastewater Treatment Plant
- Clinton Water Treatment Plant

Police:

- Law Enforcement Building (LEC) Conference Room (Police I.T. currently implementing)
- Investigation & Training Center (ITC) Conference Room

Parks & Recreation South Park Conference Room

City Training Room, Community Building (Planned March/April)

Desk Phones:

- At the bottom of your phone screen, you should have a 'Forward All' button. Press this button and dial the number you would like your extension forwarded to.
- Be sure to include a 9 for outside numbers and a 91 & area code for any number that requires it.
- Once your phone is forwarded, the text will change to 'Forward Off.' Pressing this button will end the forwarding of your phone.

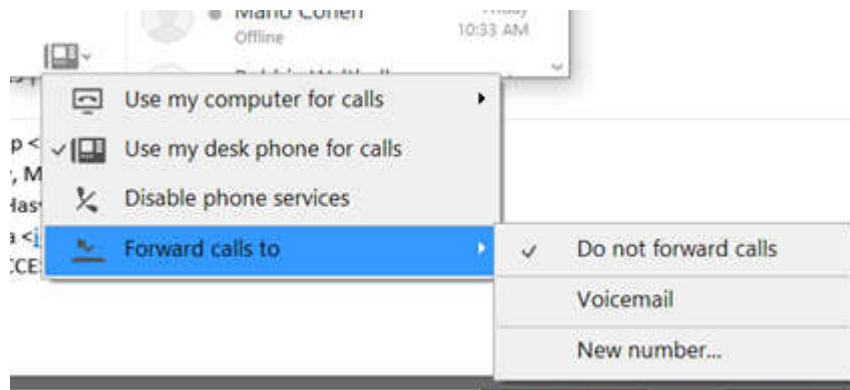
Forward all:



Forward off



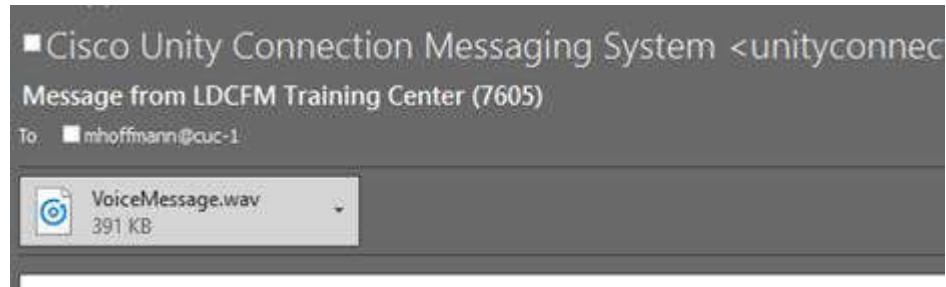
- You can also forward your extension via Jabber. Click on the phone icon in the lower-left-hand corner of Jabber and you will see the option to forward your phone to either your voicemail or to a number entered by you.



- You can manage your forwarding from both Jabber and your phone. Any changes made on one will be made on the other.
- If you are unable to access your desk phone or Jabber, you can contact me directly and I can set the forwarding up on your phone.

Voicemail:

- If you would like to have your voicemails delivered via e-mail, let me know and I will set that up for you. Voicemails will be delivered as a .wav file and includes caller ID information in the header.



- Note: If you want to check your CISCO VoIP voicemail remotely, call 832-3090, hit the star button "*", then enter your extension number followed by #, then your voicemail password, followed by #.