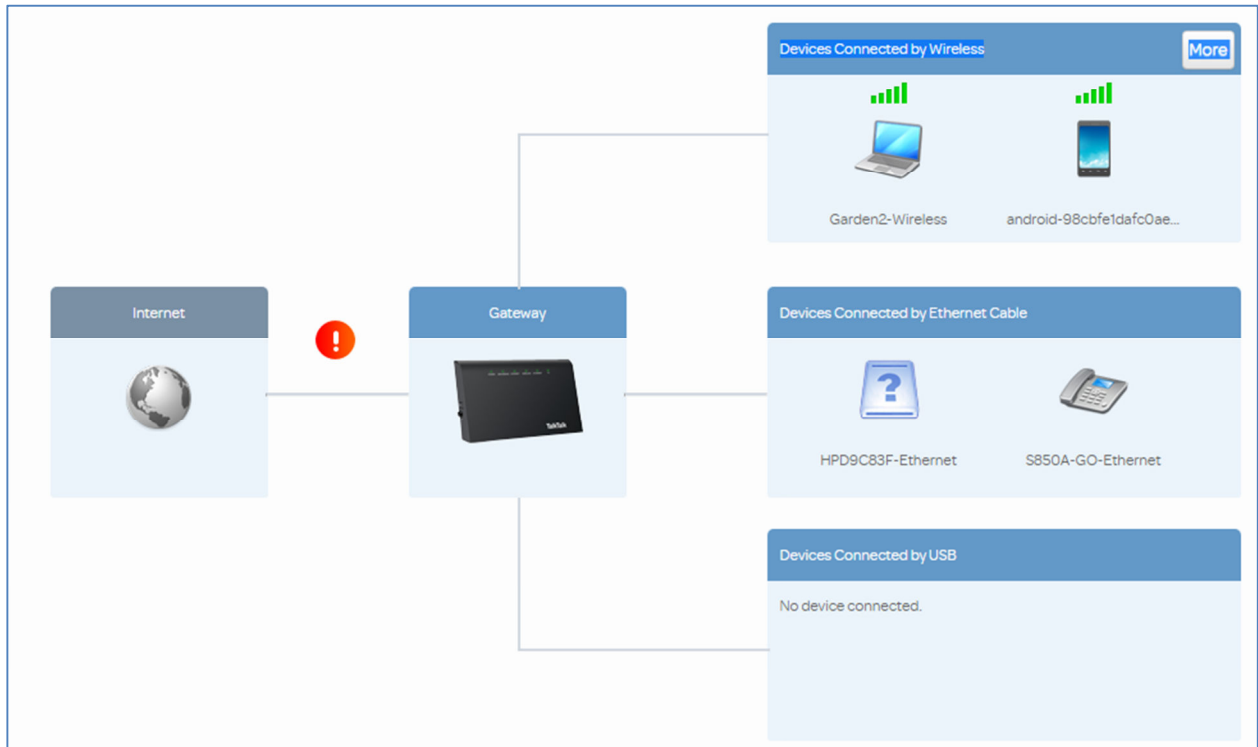


# Moor Park House Estate Management Ltd

## Network Design in the Office

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### Pictorial of Office setup as at 25 May 2019



### Start Dates

Voice service started on 20<sup>th</sup> May 2019 – 12 month contract.

Broadband service VDSL2 (FTTC), scheduled for installation on 31<sup>st</sup> May 2019.

### Router

An unloved TalkTalk business router is employed, configured to operate on an VDSL service from Cloudscape. It should be noted that the logon information on the rear of the router is obsolete. Use the information shown below instead.

Model: HG633

Firmware installed: To be added

*Using the latest firmware may destroy non-standard settings used by MPHEM*

LAN Address: <http://192.168.86.1>

Logon: admin

Password: elstead2008

SSID: MPHEM-Office Password: eight2six Security: WPA/PSK2 Channel: Auto

### Broadband Service from Cloudscape

Login: 01252711694@cloudscape.uk

Password: gu101fa

Static IP Address: Awaited [Dynamically assigned]

MTU: 1492

Download Quota: Unlimited

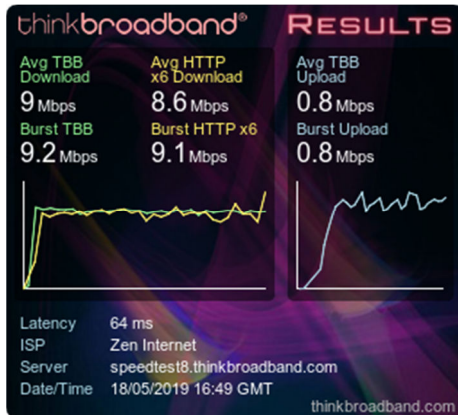
LAN Start IP Address: 192.168.86.86 Lan End IP Address: 192.168.86.111

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### Broadband Speeds Achieved



This graphic will be replaced once the Internet service is connected in the Office. The connection speeds shown may be a lot better than shown here but certainly won't be worst.

### Voice Service over VoIP from Voipfone from 2<sup>nd</sup> June 2019

Telephone number: 01252 279655 (Estate extension 200) is connected to the Office Gigaset Wireless Handset. Incoming calls from the public network to this number also rings Carole's extension 206 through configuration within the Hosted PABX control panel. Outgoing calls will show a CLIP of 01252 279655 from both phones from the 2<sup>nd</sup> June 2019.

Call charges are:

| Service Used                       | Pence per minute (ex VAT) | Pence per minute (inc VAT) |
|------------------------------------|---------------------------|----------------------------|
| 01, 02, 03                         | 1p                        | 1.20p                      |
| 0800 & 0808                        | FREE                      | FREE                       |
| Internal and System Calls          | FREE                      | FREE                       |
| 02, EE, Three, Virgin and Vodafone | 10p                       | 12p                        |
| Lyca and Others                    | 20p                       | 24p                        |

There is no connection charge, with per second billing after the first minute.

Call volumes are low and therefore a call package attracting a monthly fee is considered uneconomic.

To test if your VoIP phone is working, dial 155.

Any problems with the Voipfone service call 150 or phone 020 7043 5555.

Dialling an extension number usually connects to another extension and the call is free.

However the Hosted PABX can be configured to connect to any number on the public network, be it a landline or mobile number. Using this method unfortunately invokes a call charge.

### Fax Service

Telephone number: 01252 711694 is connected to the MFP.

Calls use the Cloudscape network and cost 2ppm for 01/02/03 numbers.

Telephone line faults should be reported to Cloudscape using 0345 688 7227.

### Mobile Phone Signal

The Office is void of any mobile signal. It is possible to service Vodafone users by installing a Sure Signal Device but the hardware costs £110.

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### Printer – HP Office Jet Pro 6960



WiFi Direct Name: DIRECT-41-HP Office Jet Pro 6960  
WiFi Direct Password: 12345678  
URL for Embedded Web Server: <http://192.168.223.1>  
Host Name: HPD9C83F  
Copier Model: HP Office Jet Pro 6960  
Serial Number: TH87A1N1QM  
MAC Address: 30-05-5C-72-F7-4D  
IP Address: 192.168.86.86  
Fax Number: 01252 711694  
Firmware: MCP2CN1847AR  
Supplier: Currys/PC World  
Purchased: 28 December 2018 Price: £69.99  
Customer Support Agreement Cost: £16.99  
Taken out by R Benham, 4CY Ref: 10904356627  
Instant Replacement Expiry Date: 27/12/2019

Standard Guarantee Expiry Date: 28/12/2019

User Guide: <http://h10032.www1.hp.com/ctg/Manual/c05135226>

WiFi Direct: <http://hp.com/go/wifidirectprinting>

Only for very brief periods has the printer been connected to the internet and consequentially it has not been possible to register it with HP nor has it been possible to take up this offer:

**HP Instant Ink ready**  
Original HP ink. Ordered by your printer, delivered to your door.<sup>2</sup>

**SAVE UP TO  
70%  
ON INK<sup>1</sup>**

**4-MONTH  
FREE  
TRIAL<sup>4</sup>**

**Activate this service during printer setup**

**A convenient ink replacement service that saves you money.**

- Print colour, black & white, and photos – your cost is the same.
- Ink cartridges and delivery costs included in your monthly plan price.
- No annual fee – change or cancel plans online anytime without penalty.<sup>5</sup>

<sup>1</sup>Savings based on HP Instant Ink service plan price for 12 months and use of all pages in plan without purchase of additional sets of pages compared to an average cost per page (CPP) to print 150/100/2475 pages on a selection of select edge printers less than £1200 using standard capacity cartridges as reported by HP in Q4 2014. Savings based upon individual manufacturer's suggested pricing as reported by HP as of December 2014 and upon retail prices as reported by manufacturer's website as of March 2015. For further details please refer to <http://www.hp.com/go/ink>. All prices include VAT. HP's print toward commitment printing is default mode. Actual savings may vary depending on number of pages actually printed per month and content of pages printed. For more information see full conditions at <http://www.hp.com/go/ink>.

<sup>2</sup>Ordered by your printer when needed, subject to customer internet connection. Availability may vary in exceptional circumstances. Express deliveries available via Support Services at <http://www.hp.com/go/ink> or by calling 0307 466 0196. If you are more ink than anticipated.

<sup>3</sup>A full list of eligible printers can be found at <http://www.hp.com/go/ink>. Printers require direct connection to the internet for program participation. Internet access sold separately.

<sup>4</sup>Rollover allows unused pages in a month to be placed in a rollover account and then applied to pages in excess of your monthly allowance. The rollover account balance is limited to a maximum of your monthly service plan pages (e.g. £100 plan 50 pages + 50 page rollover maximum).

### How does it work?

1. Prepare and connect your printer.
2. During printer setup, activate HP Instant Ink to start your 4-month FREE trial.<sup>4</sup>
3. Original HP ink delivered to your door.<sup>2</sup>
4. Service starts when you install your HP Instant Ink cartridge.
5. Your printer tells HP when to send more ink.

✓ You'll receive ink before you need it.<sup>2</sup>

<sup>5</sup>Change or cancel your plan at any time online. If you decide to cancel your HP Instant Ink plan you can go back to using HP original (brand) or XL cartridges. Plan upgrades are effective immediately and the charges will be applied retrospectively or to the next billing cycle, depending on your choice. Plan downgrades and cancellations are effective after the last day of the current billing period. For full details go to [www.hp.com/go/ink](http://www.hp.com/go/ink).

<sup>6</sup>Offer valid only on certain printers with the included HP Instant Ink ready cartridges. Instructions for your HP Instant Ink enrollment are included with your printer and should be completed within 7 days of setting up your HP Printer. The offer is redeemable on one printer only. Offer cannot be redeemed for cash. This setup offer may be combined with other offers, see terms and conditions of the offer for more details. Request a valid credit/debit card, an e-mail address, and internet connection to the printer. Offered service is cancelled within the promotional period unless a monthly service fee, based on the plan chosen, and coverage fee(s) will be charged to your credit/debit card. Customers will be charged for any coverage fee(s) at the end of each month in the promotional period.

See additional offer information available during online enrollment process. For service details, see [www.hp.com/go/ink](http://www.hp.com/go/ink).

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The small print enlarged:

<sup>1</sup>Savings based on HP Instant Ink service plan price for 12 months and use of all pages in plan without purchase of additional sets of pages compared to an average cost per page (CPP) to print ISO/IEC 24711 pages on a selection of colour inkjet printers less than £200 using standard capacity cartridges as reported by IDC in Q4 2014. Survey based upon indicative manufacturers' supplies pricing as reported by GFK as of December 2014 and page yield listed on original manufacturer website as of March 2015. For further details please refer to [hp.com/go/ukcompare](http://hp.com/go/ukcompare). All prices include VAT. ISO yield based on continuous printing in default mode. Actual savings may vary depending on number of pages actually printed per month and content of pages printed. For more information on ISO standards: [hp.com/go/pageyield](http://hp.com/go/pageyield).

<sup>2</sup>Ordered by your printer when needed, subject to customer internet connection. Availability may vary in exceptional circumstances. Express deliveries available via Support Services at [hp.com/go/instantinksupport](http://hp.com/go/instantinksupport) or by calling 0207 660 0596 if you use more ink than anticipated.

<sup>3</sup>A full list of eligible printers can be found at [hpinstantink.co.uk](http://hpinstantink.co.uk). Printers require direct connection to the Internet for program participation. Internet access sold separately.

<sup>4</sup>Rollover allows unused pages in a month to be placed in a rollover account and then applied to pages in excess of your monthly allowance. The rollover account balance is limited to a maximum of your monthly service plan pages (e.g. £1.99 plan 50 pages = 50 page rollover maximum).

<sup>5</sup>Change or cancel your plan at any time online. If you decide to cancel your HP Instant Ink plan you can go back to using HP original Standard or XL cartridges. Plan upgrades are effective immediately and the charges will be applied retrospectively or in the next billing cycle, depending on user choice. Plan downgrades and cancellations are effective after the last day of the current billing period. For full details go to [instantink.hpconnected.com/uk/en/terms](http://instantink.hpconnected.com/uk/en/terms).

<sup>6</sup>Offer valid only on certain printers with the included HP Instant Ink ready cartridges. Instructions for your HP Instant Ink enrolment are included with your Printer and should be completed within 7 days of setting up your HP Printer. The offer is redeemable on one printer only. Offer cannot be redeemed for cash. This setup offer may be combined with other offers; see terms and conditions of the other offer for more details. Requires a valid credit/debit card, an email address, and Internet connection to the printer. Unless service is cancelled within the promotional period online at [hpinstantink.co.uk](http://hpinstantink.co.uk) a monthly service fee, based on the plan chosen, and overage fee(s) will be charged to your credit/debit card. Customers will be charged for any overage fee(s) at the end of each month in the promotional period.

See additional offer information available during online enrolment process. For service details, see [hpinstantink.co.uk](http://hpinstantink.co.uk).

# Moor Park House Estate Management Ltd

## Network Design in the Office Version 4 - Saturday, 25 May 2019

See how much you can save per year<sup>1</sup>  
with an HP Instant Ink plan.



| Occasional printing                                                                                                                     | Moderate printing                                                                                                                       | Frequent printing                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
|  <b>£1.99</b> /month<br>For <b>50 pages</b> per month  |  <b>£3.49</b> /month<br>For <b>100 pages</b> per month |  <b>£7.99</b> /month<br>For <b>300 pages</b> per month |
| <b>Print less?</b><br>Roll over up to 50 unused pages. <sup>4</sup>                                                                     | <b>Print less?</b><br>Roll over up to 100 unused pages. <sup>4</sup>                                                                    | <b>Print less?</b><br>Roll over up to 300 unused pages. <sup>4</sup>                                                                      |
| <b>Print more?</b><br>Upgrade immediately to the next plan or automatically purchase an additional set of 15 pages for £1. <sup>5</sup> | <b>Print more?</b><br>Upgrade immediately to the next plan or automatically purchase an additional set of 20 pages for £1. <sup>5</sup> | <b>Print more?</b><br>Automatically purchase an additional set of 25 pages for £1. <sup>5</sup>                                           |
| HP Instant Ink <b>£24</b> /year<br>Average cost of selected OEM ink <b>£102</b> /year                                                   | HP Instant Ink <b>£42</b> /year<br>Average cost of selected OEM ink <b>£204</b> /year                                                   | HP Instant Ink <b>£96</b> /year<br>Average cost of selected OEM ink <b>£612</b> /year                                                     |
| <b>Yearly saving<sup>1</sup></b> <b>£78</b>                                                                                             | <b>Yearly saving<sup>1</sup></b> <b>£162</b>                                                                                            | <b>Yearly saving<sup>1</sup></b> <b>£516</b>                                                                                              |

[hpinstantink.co.uk](http://hpinstantink.co.uk)

Internet connection and valid credit card are required (AMEX, VISA or Mastercard) to participate.

Not available in all countries.

Printed in Thailand



TOG54-90001

If this facility is to be taken up we shall have to wait until the printer is connected to the internet at the end of the month (May 2019).

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## Network Design in the Office

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### Gigaset S850A GO



The base unit *GO-Box 100* is the transmitter that currently handles VoIP calls and the exchange line 01252 711694 to two wireless handsets; one handset in the office and the other located in Carole's apartment. Handsets are able to operate up to 150 metres from the base unit.

The handsets are not parallel extensions to one another, although it times it may appear that way. It is the hosted PABX that controls whether Carole's handset receives calls when a caller rings the Office number.

From the 2<sup>nd</sup> June, the MPHEM VoIP service will be connected enabling the use of extension numbers the table below. Meanwhile use the exchange number shown.

| <u>Name</u>      | <u>Exchange No.</u> | <u>Extn</u> | <u>Comment</u>                    |
|------------------|---------------------|-------------|-----------------------------------|
| MPHEM Office     | 01252 279655        | 200         |                                   |
| Carole McAuliffe | 01252 279121        | 206         |                                   |
| David Bradley    | 01252 758960        | 204         |                                   |
| Peter Clappison  | 01252 279840        | 205         | Diverted to 01252 727443          |
| Archie Bishop    | 01252 279323        | 202         |                                   |
| Roger Benham     | 01252 279170        | 203         |                                   |
| Roger Benham [2] | 01252 279730        | 207         | Experimental soft phone service   |
| John Gardiner    | Not Provided        | 201         | A short code to dial 01252 723269 |

It is possible to store frequent dialled numbers in each phone but in the meantime an Estate phone directory can be found at [www.mphem.net/db.pdf](http://www.mphem.net/db.pdf).

### Technical Information

Host Name: S850A-GO  
Model: Siemens Gigaset S850 Go Professional VoIP Cordless Phone and Base unit  
Additional Siemens Gigaset S850HX Handset  
Serial Number: To be added  
MAC Address: 58:9E:C6:01:63:BE  
IP Address: 192.168.86.91  
Firmware: 42.248 (422480000000 / V42.00)  
Supplier: LiGo, 244 Seaward Street, Glasgow, G41 1NG. Telephone: 0333 259 7032  
Purchased: 16<sup>th</sup> May 2019 by Roger Benham. Delivery Note Number LIG-19-1061567

### Registered Handsets

Office: S850H Version: 114.74

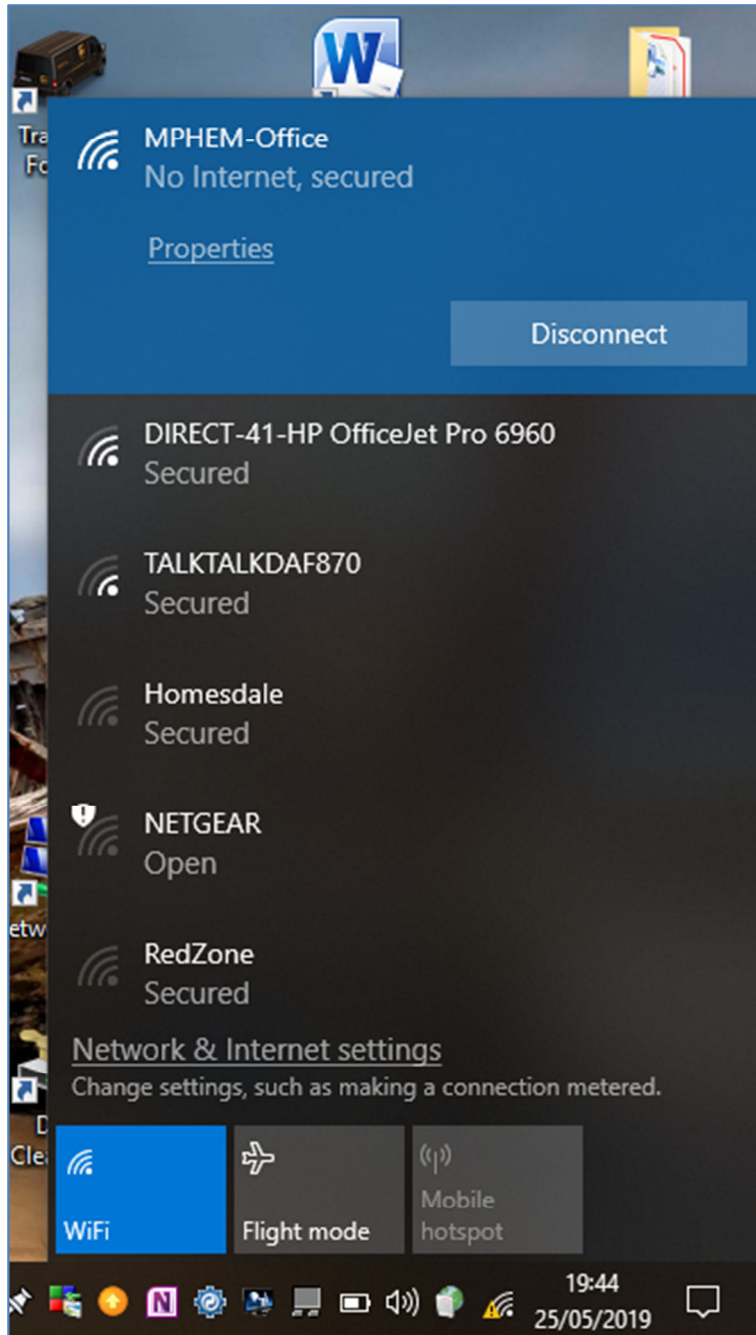
Carole: S850HX Version: 114.74

# Moor Park House Estate Management Ltd

## Network Design in the Office

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### Connecting to the Office Network



When located in the Office, search for the SSID MPHEM-Office which has the password of **eight2six** (Memory aid: Open 8 to 6 otherwise closed) and connect to that network.

Until the beginning of next month, such a connection will indicate there is no Internet service but access to the printer is possible.

Search for **HP Office Jet Pro 6960** to print the desired file. It may be necessary to install an app or use the 'add printer' command on a Windows device first.

Eventually, it will be possible to remotely print to this device and also scan documents directly into your device or email them.

Also from around the 3<sup>rd</sup> June 2019, the printer can be used to receive and send faxes via exchange line 01252 711694.