

Welcome



CFL Orientation Guide

February 2013

Consolidated
Forensic
Laboratory



DGS

THE DEPARTMENT OF
GENERAL SERVICES



THE DISTRICT
OF COLUMBIA

"One City, One Future"

Welcome to the Consolidated Forensic Laboratory!

I am excited about the new opportunities and synergy this new facility will bring to the agencies moving here. This LEED (Leadership in Energy and Environmental Design) Gold facility comes highly praised with a design that is specifically crafted to bring high performance in five key areas of human and environmental health: sustainable site development, water savings, energy efficiency, materials selection and indoor environmental quality.

The design of the CFL is aimed to help our public safety agencies enhance their mission-critical duties, as well as provide for a user-friendly facility. The inclusion of breakout rooms, multi-purpose rooms, a fitness center, bike racks, lockers and showers attest to the City's commitment to provide a top rated work environment for District employees. The building will not only symbolize a fresh start for the agencies moving in, but it also symbolizes a great opportunity to engage in more streamlined operations, increased efficiencies and cooperation amongst the three stakeholders, in a safe and secure environment. We are also currently working on expanding the Wi-Fi functionality in the CFL and boosting the cell phone coverage.

Please take time to read this guide and familiarize yourself with the new facility.

Again, welcome to the CFL. I look forward to working with all of you as we strive to support the Mayor's "One City" vision.

Paul A. Quander, Jr.
Deputy Mayor for Public Safety and Justice

Security



202-727-4920

Consolidated Forensic Laboratory

SECURITY PRESENCE

- PSPD personnel are present in the building at all times, 24 hours a day, 7 days a week.

BUILDING ACCESS

- Employees should enter the building through the front doors at the corner of 4th and E Streets, SW.
- A programmed badge or an agency escort is required for any employee to enter the building.

VISITORS

- Visitors must enter at the front door, and you should notify security of their names in advance.
- You must provide an escort for any visitor or delivery person to enter beyond the lobby or dock, and must remain with that visitor until they exit. PSPD does not provide visitor escorts.
- If you see an unescorted visitor in the building, please help find their escort or notify security.

PARKING

- All vehicles authorized to park inside of the building must have a permit tag as well as a transponder to open the door. Permits are also required for the perimeter spaces. Vehicles without a permit tag will be towed away.



Safety

**FLAMMABLE
KEEP FIRE AWAY**

202-727-8189

For your personal safety, and that of others in the building, please adhere to these important guidelines:

AWARENESS

- Be conscious of hazards or safety concerns you may encounter, and please report them immediately.
- There are two main stairwells in the building. Please be aware of the nearest stairwell to your location in case of an emergency.

DELIVERIES

- All deliveries and all hazardous substances should enter the building from the dock and use only the freight elevator.

SAFETY TRAINING

- Various levels of safety training are available online for CFL personnel. Please see your administration for details.



Facility

202-727-7180

Consolidated Forensic Laboratory

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FACILITIES

For any needs relating to housekeeping, repairs or keys, you should call or email the Facilities Help Desk. Please immediately report any leaks or plumbing backups.

DELIVERIES

All deliveries should be scheduled with the Dock Office and Security.

ELEVATORS

There are three passenger elevators available near the main lobby to our six main floors. There are also three freight elevators available near the loading dock. One of the freight elevators is for OCME use only. Also, only the third freight elevator has access to the basement, 6th floor, and a back door for access to the administrative areas of each floor.

AMENITIES

Vending machines are available in the Multi-Purpose Room, just off the first floor main lobby. Also, a fitness center is available to CFL staff within the building, with 3 treadmills, 2 ellipticals, 2 stationary bikes, 2 benches and free-weights..

RECYCLING & TRASH

Paper, glass, aluminum cans and general waste must be deposited into designated "multi-port" recycling containers located in break areas on each floor. Mini-bins are allowed at desks and workstations for trash, and must be emptied into a multi-port by each employee. Other trash containers will not be provided, permitted or serviced in any administrative areas. Each administration is responsible for removal of any recyclables or trash from the laboratory side of the building.



DEPARTMENT OF GENERAL SERVICES - DGS [<http://dgs.dc.gov>]**Protective Services**

- **SECURITY EMERGENCY** 202-727-4920
- Security Lobby Atrium Reception 202-727-1650
- Security Loading Dock Post 202-727-5010

Facility Services

- FACILITIES HELP DESK 202-727-7180 miah.jackson@dc.gov
- Dock Manager 202-531-9569

DEPARTMENT OF FORENSIC SCIENCE - DFS**Dr. Max M. Houck, Ph.D., Director**

- Main Number 202-727-8956
- Safety Officer 202-727-8189 patricia.grier@dc.gov

OFFICE OF THE CHIEF MEDICAL EXAMINER - OCME [<http://ocme.dc.gov>]**Dr. Marie-Lydie Y. Pierre-Louis, M.D., Chief Medical Examiner**

- Main Number 202-698-9000

METROPOLITAN POLICE DEPARTMENT - MPD [<http://mpdc.dc.gov>]**Commander Keith L. Williams, Crime Scene Investigations Division**

- Main Number 202-442-6706



Cisco Unified IP Phone 8961
Users Guide



Cisco Unified IP Phone 9971
Users Guide

View this on screen: <http://dcnet.dc.gov/DC/DCNET/Support/User+Guides+and+Tutorials/Cisco+8961+Video+IP+Phone+User+Guide>

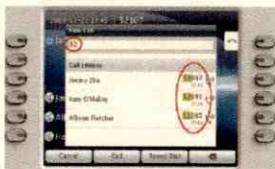
1 Dial

To dial, lift the handset and enter a number. Or:

- Press an unlit session button (right side).
- Press the **New Call** softkey.
- Press the (unlit) headset button or speakerphone button.

Dial from Call History

As you enter a phone number, matching numbers display from your call history.



Double-tap a number to dial it, or scroll to the number and press the **Select** button in the Navigation pad.

Redial the last number

Press the **Redial** softkey.

Speed dial

Press a speed-dial button (if available). Or, enter a speed-dial code while on-hook (no dial tone), then press the **Speed Dial** softkey.

Your system administrator can help you set up speed dials from your User Options web pages.

2 Hang up

To end a call, replace the handset. Or:

- Press the **Release** button.
- Press the **End Call** softkey.
- Press the (lit) headset button or speakerphone button.

3 Answer

To answer a ringing call, lift the handset. Or:

- Press the flashing amber session button (right side).
- Press the **Answer** softkey.
- Press the (unlit) headset button or speakerphone button.
- Press the **Select** button in the Navigation pad.



Call Waiting

If you get a second call while the first call is active, a second session label displays.



To connect the second call and put the first call on hold automatically, press the flashing amber session button (right side).

Multiple lines

If you use multiple lines, press the **All Calls** button to see all calls on all lines (oldest first). Otherwise, your phone displays calls that are on the selected line only.

To see which line is selected, look for a blue icon on the line label (left side of screen) and the line extension in the header bar (top of screen).

All Calls uses your primary extension.

4 Mute

Press the **Mute** button to toggle Mute on and off. When Mute is on, the Mute button glows red.

5 Divert

Use Divert to redirect a ringing or active call to voicemail or to another phone number (set up in advance by your system administrator). You must resume a held call before you can use Divert.

Divert affects the highlighted call only. If necessary, scroll to the call before pressing **Divert**.

6 Forward All

- Press the **Forward All** softkey.
- Enter a phone number, select a number from Call History, or press the **Messages** button (to forward to voicemail).
- Look for Forward All icon on your screen.
- To cancel call forwarding, press the **Forward Off** softkey.

Your system administrator can help you forward calls remotely from your User Options web pages.

7 Hold

- Press the **Hold** button. The hold icon displays and the session button pulses green.
- To resume the highlighted call, press the pulsing green button, the **Resume** softkey, or the **Select** button in the Navigation pad. (Note that pressing the **Hold** button again does not resume a call from hold.)

8 Do Not Disturb

Press the **DND** button (if available) to toggle DND on or off.

When on, Do Not Disturb (DND) mutes the ringer and may block visual notification for new calls.

9 Conference

- From a connected call (not on hold), press the **Conference** button.
- Make a new call.
- Press the **Conference** button or the **Conference** softkey (before or after the party answers).
The conference begins and the phone displays "Conference" instead of caller ID.



- Repeat these steps to add more participants.
The conference ends when all participants hang up.

"Conference in" a held call

- From a connected call (not on hold), press the **Conference** button.
- Press the pulsing green session button for the held call that you want to add.
Or, if the held call is on another line, press the **Active Calls** softkey, choose a call from the list, and press the **Conference** softkey.

The conference ends when all participants hang up.

View & remove conference participants

During a conference, press the **Show Details** softkey. To remove a participant from the conference, highlight a name and press **Remove**.

10 Transfer

- From a connected call (not on hold), press the **Transfer** button.
- Call the transfer recipient.
- Press the **Transfer** button or the **Transfer** softkey (before or after the party answers).
The transfer is complete. Confirmation displays on your phone screen.

11 Call History

Press the **Applications** button and select **Call History**.

The last 150 calls display:

- Missed calls
- Placed calls
- Received calls

To dial, double-tap a call. Or, scroll to a call press the **Select** button in the Navigation pad or the **Call** softkey.

To view details for a call, highlight the call and press these softkeys: **More > Details**.

View new missed calls

Press the session button next to the Missed Calls icon on the right side of the screen (may include a count of missed calls). The Missed Calls icon displays in this location when you have new (not yet viewed) missed calls.

Or, view your missed calls history by opening call history and pressing the **Missed Calls** softkey.

12 Directories

- Press the **Contacts** button and select a directory.
- Enter search criteria and press **Submit**.
- To dial, double-tap a listing. Or, scroll to a listing and press the **Select** button in the Navigation pad or the **Dial** softkey.

13 Shared Lines

If you share a line with a co-worker or an administrative assistant:

- Either you or your co-worker can answer a ringing call on the shared line.
- When your co-worker has a call on the shared line, your shared line button is solid red and the call displays on your screen.
- When your co-worker puts a call on hold, the session button on your phone pulses red. You or your co-worker can resume the call.

Privacy & Barge

You or your co-worker can use Privacy to block calls from displaying on the other person's screen.

If your co-worker is not using Privacy, you can press the red session button on your phone to "barge" (add yourself to) a call on the shared line, creating a conference.

14 Voicemail

New message indicators:

- A solid red light on your handset.
- A stutter dial tone on the line (if enabled).
- A voicemail icon next to the line label and session button (may include message count).



Listen to messages

Press the **Messages** button and follow the voice prompts. Or, press the session button next to the voicemail icon.

15 Tips

What are the buttons next to my screen?

- The buttons on the left side of your screen are line (and feature) buttons. Line buttons change line views but do not affect active calls.
- The buttons on the right side of your screen are session buttons. Each call correlates to a session button. Use session buttons to answer and resume calls or to view call details.

How do I use the touchscreen?

- To select items, gently press or double-tap (as needed) using your fingertip or a pencil eraser.
- To scroll down a page, "flick" the last item up.
- To disable the touchscreen for 60 seconds, press and hold the **Select** button in the Navigation pad until confirmation displays.

How do I silence my ringing phone?

Press the left side of the volume button one time while the phone is ringing.

How do I change my ringtone?

- Select **Applications > Preferences > Ringtone**, then select a line and press **Edit**.
- Select a ringtone and press **Play**, then press **Set**.

What does the Back button do?

Press the **Back** button to back out of applications and menus.

Cisco 8961 Interactive Demo

http://www.cisco.com/en/US/prod/voices/wps6788/phones/as10451/a_phone_8961_3d_kaon.html

Cisco 9971 Interactive Demo

http://www.cisco.com/en/US/prod/voices/wps6788/phones/as10453/a_phone_9971_3d_kaon.html



DC-NET
District of Columbia Government
Citywide Network

DCNET Help Desk: 202-715-3733
DCNET Customer Care: 202-715-3801

Our Space



Consolidated Forensic Laboratory

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LABORATORIES AND SCIENCE SPACES

All of the lab areas in the CFL were designed to be state-of-the-art. Each floor holds spaces customized for the specialized nature of the work being performed there.

OFFICES AND WORKSTATIONS

The administrative suites have been designed to maximize efficiency, with significant natural light and open space. All walls, ledges and windows are to be kept clear and uncluttered. Any items which must be hung on a wall require the assistance of the Facilities Help Desk. Personal refrigerators, microwaves and space heaters are not permitted within the building. Here are some helpful tips for the open office:

- limit your speakerphone use
- limit personal music volume
- keep furniture tops clean & clear
- use your "library voice"
- consider taking loud conversations behind closed doors

PANTRIES

There is a pantry area located on each floor. A refrigerator and microwave are provided in each one. Vending machines are located in the first floor Multi-Purpose Room.

CONFERENCE ROOMS

There are several conference rooms available on each floor. The first floor multi-purpose room can be reserved by contacting the Facilities Help Desk. All other conference rooms can be reserved through the floor/agency designee. Your agency designee can explain how to use the video conferencing.

TRAINING ROOMS

The CFL has a training area which includes both a meeting room for "dry" training and a lab for "wet" training. Please contact the Facilities Help Desk to reserve them as needed.



Neighborhood




KEY

M Metro Station

P Parking Facility

 Virginia Railway Express

 Capitol Bikeshare

19 Area From Listing

Consolidated Forensic Laboratory

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LOCATION

Our building is conveniently located on the Metrorail Orange/Blue Line, near the L'Enfant Plaza and Federal Center SW Stations, and two blocks from the nearest VRE Station. We are also easily accessible from the Southeast-Southwest Freeway (395). There is a Capitol Bikeshare station directly across the street.

It is only a few blocks from here to the National Mall, Capitol Hill, L'Enfant Plaza, and the SW Waterfront.

PARKING

• Atlantic Parking	5	
• Colonial Parking	9	
• Colonial Parking	10	202-298-7441
• MarcParc	10	
• Colonial Parking	12	202-298-7442
• Standard Parking	12	202-554-0902
• Atlantic Parking	15	202-554-0795
• Standard Parking	16	202-554-0104

DINING

• 21st Amendment	9
• Atrium Café	10
• Café Fifty Nine	15
• Café Phillips	16
• Cantina Marina	2
• Capitol Gallery Food Court	5
• Cosmo Café	5
• Global Carryout	12
• Grand Deli	17
• Jenny's Asian Fusion	2
• L'Enfant Promenade Food Ct	1
• McDonalds	9
• Phillips Flagship	2
• Pier Seven	2
• Pizza Autentica	6, 16
• Potbelly	15
• Quiznos	9, 15
• Sal's Café	9
• Starbucks	9, 15, 18
• Station 4	13
• Subway	10, 13
• Vie de France	5
• Wall Street Deli	9

SERVICES

• Capelli Designs Hair	9	
• The Cleaner of Cleaners	17	202-488-7882
• Cosmo Cleaners	10	202-554-4880
• CVS Pharmacy	9	202-484-8522
• CVS Pharmacy	18	202-554-2144
• DC Fire Dept., Engine 13	11	202-673-3213
• DC Public Library	18	202-724-4752
• FedEx Office	15	202-554-0805
• Gallery Cleaners	5	202-488-3830
• Gold's Gym	15	202-554-4653
• SunTrust Bank	1	202-863-9747
• US Post Office	1	202-226-5414
• Venus Spa & Nail	9	202-546-0008
• Waterfront Cleaners	13	202-479-1281
• Wells Fargo Bank	5	202-637-2524

SHOPPING

• Gallery Shops	5	
• L'Enfant Promenade	1	202-485-3300
• NASA Gift Shop	17	202-358-0000
• Safeway	18	202-554-9155

HOTELS

• Channel Inn	2	800-368-5668
• Holiday Inn Capitol	9	202-479-4000
• L'Enfant Plaza Hotel	1	866-920-7763
• Residence Inn Capitol	16	202-484-8280

ATTRACTIONS

• Arena Stage	8	202-488-3300
• Hirshhorn Museum & Grdn.	3	202-633-4674
• Nat. Air & Space Museum	4	202-633-1000
• Nat. Museum of Am. Ind.	14	202-633-6644
• Odyssey Cruises	2	202-306-2469
• US Botanic Garden	19	202-225-8333

RELIGIOUS

• Christ United Methodist	18	202-554-9117
• Riverside Baptist	8	202-554-4330
• St. Augustine's Episcopal	8	202-554-3222
• St. Dominic's Catholic	7	202-554-7863
• Westminster Presbyterian	13	202-484-7700



The entire project team is pleased to have been involved in delivering this state-of-the-art building, and bringing the agencies and staff to the CFL. We hope you will continue to prosper in your new facility!

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fas

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