FUNCTIONAL LEARNING DEMOS

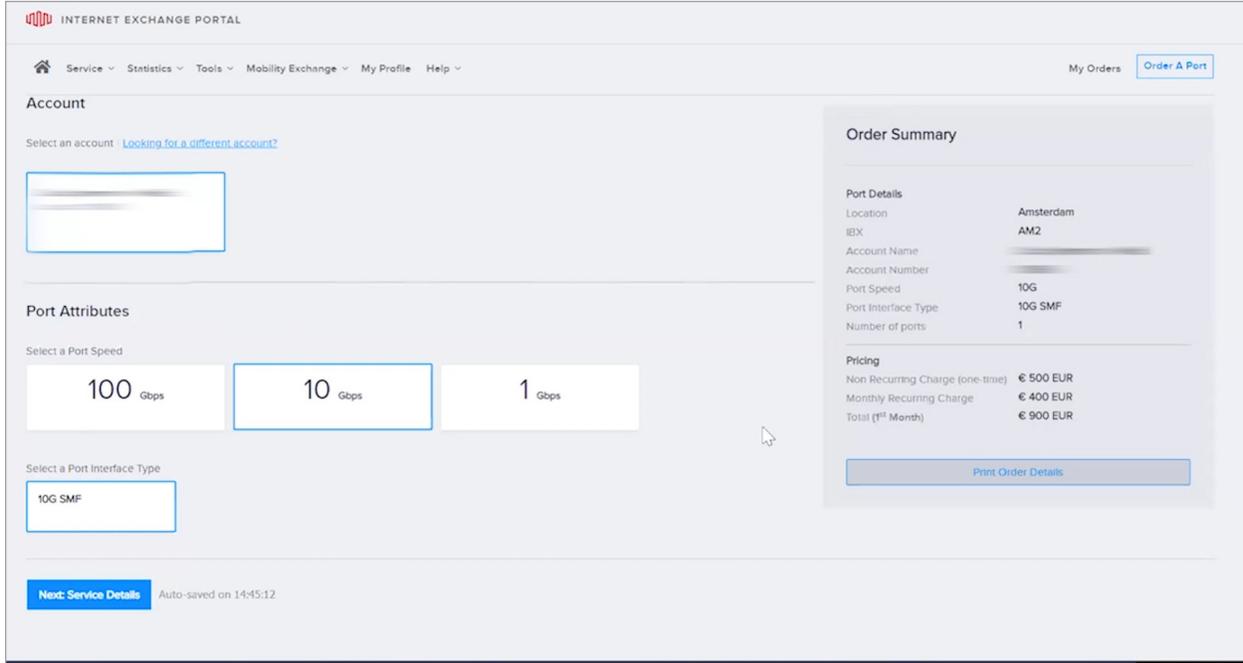# Equinix Internet Exchange Portal: Ordering Ports

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Today we will walk you through how to order an Internet Exchange port in an Equinix IBX data center where you already have a cage or cabinet.

To get started, select Order A Port on the top right hand side of your screen. This will take you to the Port Details page to determine how you want to connect. We'll select my cage in the Equinix IBX. Once you make your selection, your location options will auto-generate based on your account. Locations are organized by region and Metro.
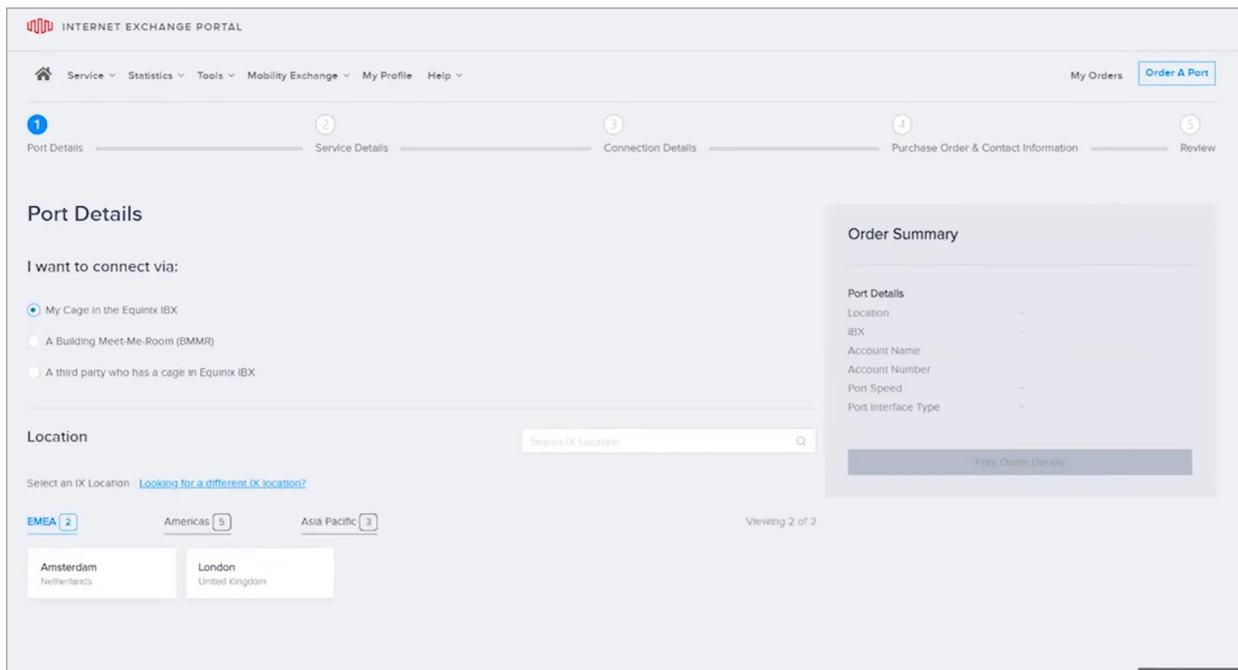
For this example, we will select Amsterdam. Once selected, only the data centers or IBX's where you have a cage or cabinet will appear. Select the IBX of choice. If you're looking for an IBX that you do not have an existing agreement, with you can select Looking for a Different IBX. For this example, we will select a cage in an IBX where we already have an agreement. Select the account that you want to be invoiced for this order. If you do not see the account, select Looking for a Different Account. Select a port speed. Port speed options will vary from 1Gb to 100Gb per second, depending upon the IBX location selected. In this case, I'll select 10Gb. Select a media type. For 10Gb, you will only have the option of single mode.

Media types will vary based on port speed and IBX location selected. As you enter your port details, the order summary on the right-hand corner of your screen will populate with your selections and pricing. Before we click Next, you can see that an autosave timestamp appears. Your order details will be automatically saved, so you don't need to worry about losing what you have already entered. Now you'll enter your service details.

The first choice is Link Aggregation. Link Aggregation allows you to logically connect more than one port together. There may be situations where 10Gb is not enough, and you may need 20Gb or 30Gb. In that case, select Yes. You can LAG with existing ports, or this could be the first of two ports that you'll

create in order for. Or this could be the first port of a future LAG group. In this case, I'm going to as-sume that this is going to be the first port of a LAG group I'll use in the future. You may have noticed, when I selected Link Aggregation as Yes, the redundancy option disappeared. If Link Aggregation is No, you will have the choice of redundancy.

For redundancy you have the option of single or dual port. A dual port allows you to define two ports as redundant pair and consists of a primary and secondary port. Only one port is active at a time, and the secondary becomes active if the primary port fails. So for dual port you would select yes. But in this example, I'm going to go back to LAG, so redundancy will be No.

Add your unique customer ASN, which is required. You can also enter MAC address and reverse DNS address for IPV4 or IPV6, if applicable. They are not mandatory, so I'm going to skip that for now.
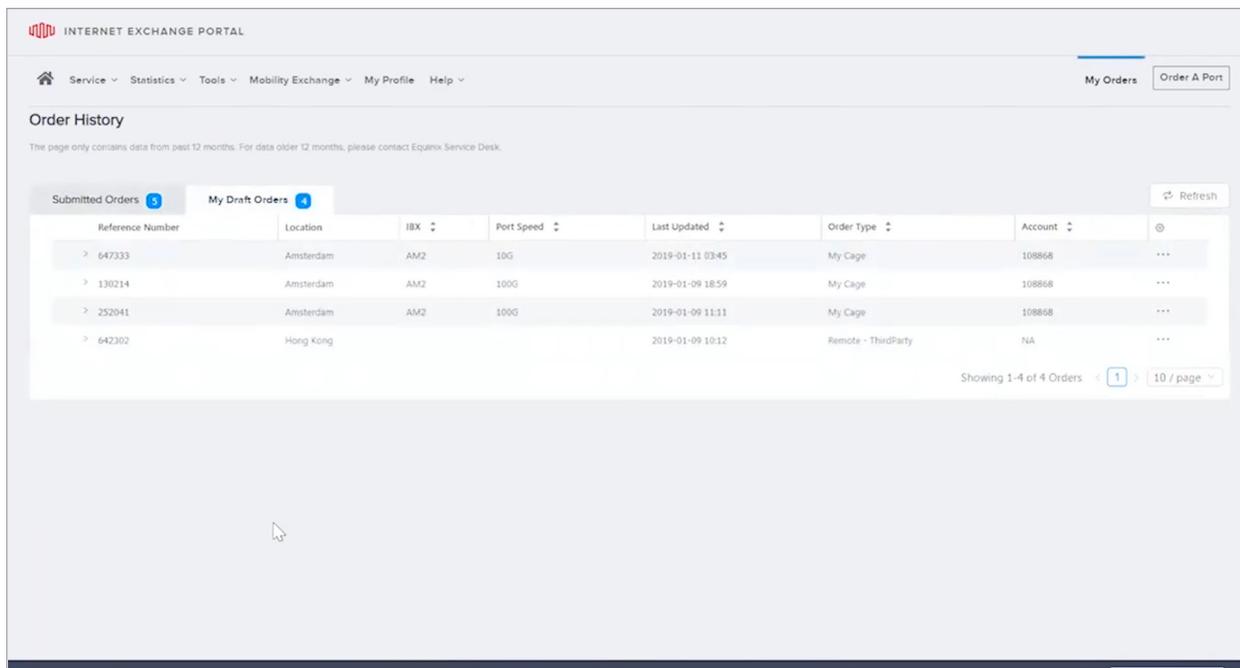
Equinix supports IEEE 802.1Q. You can take advantage of VLAN tagging. Select Yes to tag a port for identification purposes. For now, we'll just leave it as No. Take a look at your entries, and if all are correct, select Next to move on to the Connection Details page. Since we previously selected AM2, it knows exactly which assets you have at that location, and will only display those options. Go ahead and select the cage or suite number. In this case, I only have one option. Then select the cabinet. It knows all cabinets that I have in that cage or suite, and it'll show exactly what are available. So I'm going to select the top one.

Again, because the system is intelligent, it knows what assets you have where. So it's only going to show me the patch panels that are currently available in that cabinet. So I'm going to select this one. Now select the appropriate connector. You'll need to know the type of connector required so our facilities team can make the appropriate connection. Use the drop-down menu to select the ports. These correspond to the ports used for transmit and receive. You can select next available or an actual port number.
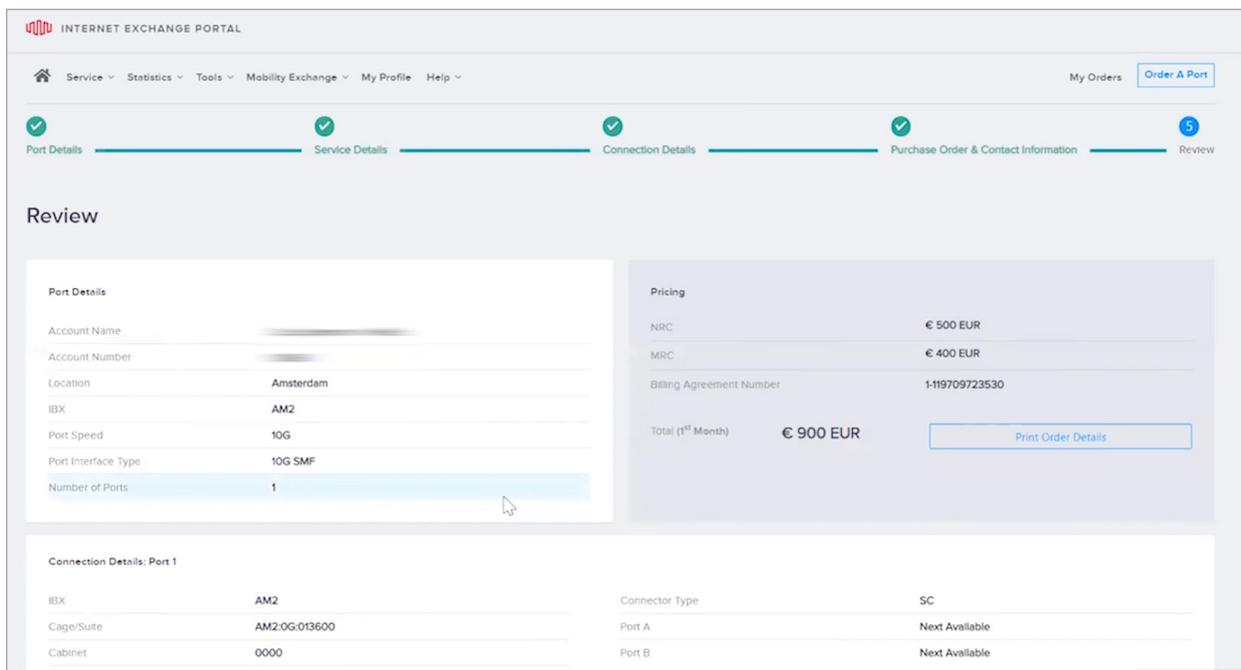
Once again, verify your entries are correct, and then select Next to move on to the PO Contact Information page. The purchase order reference section is not mandatory. It's for your record-keeping only, and you can complete it if you have the information. We'll leave this selection blank. Scroll down to review the contact information tiles. This can be helpful if your organization has different individuals for different functions. To select another contact, select from the User Directory. This will now give you a list of names in your active directory. If you want to choose someone other than yourself, you can start typing the name, select that individual and then click done. You can see that information has populated automatically into that contact information towel. Verify the entries are correct, and then select Next.

Now we're on the final review page. Go ahead and take a look at all the details, and if it all looks correct, select "I have read and accept the order terms", and you may now click the Submit Order button. Once submitted, you'll get a success screen and a confirmation email will be sent to you within 30 minutes. To review your order status, you can also go to the my orders tab Here you can see submitted orders and draft orders. So the order you had just created will likely be in the draft orders tab. At this point, you'll receive an email once the services are provisioned and we are ready to schedule a turn up call.

For questions about your order or to notify us that you did not receive an order, you can also go to the Help tab and select Contact Us for the different details depending upon your location.

Thanks for watching.