

# Phone Use Guide 2019/20

## University of King's College



### **Your residence phone number is 902-422-6011 + ext. # (4 digits)**

Calls received at the university's administrative number (902-422-1271) will not be redirected to residence.

**Local calls:** press 9 + number

**Long distance:** after pressing 9 for an outside line simply follow the directions on the calling card. Calling cards may be purchased from a number of stores in the area.

Operator assisted calls are not available on this system.

### **Things you should know about the phone system**

- You cannot use your phone line for internet hook up.
- All long-distance calls are recorded by the extension the call was made from.
- **The intercom system for access to residence front doors is managed through your telephone.** Visitors may press your telephone extension which will ring in your room. Once you have answered you must press 6 to open the front door. If the visitor does not know your phone extension they may use the intercom to call Alex Hall desk (132) who will connect the person with your extension.

### **Accessing your mailbox (voicemail)**

- Call the system at 7770
- Note: you may access your voicemail from any phone on campus by pressing 7770, then pressing # and your extension during the outgoing message.
- Enter your password (default 1111). Please change this password.

### **Managing**

- Press #71 to change your password
- Press #72 to record name

### **Greeting (your outgoing message)**

- Press 5 to access the greeting menu
- Press 2 to "edit" message

## **Record message at tone**

- Press 2 to stop recording
- Press # to save
- During any of the following activities you can access previous menus by pressing \*

## **Listening**

- Press 1 for new messages
- Press 3 for saved messages
- While listening to messages use the following prompts to
  - Erase message – press 3
  - Save message – press 2
  - Play again – press 1
  - Forward message – press 6
  - Play previous message – press 11
  - Reply to sender – press 4
  - Pause message – press 8
  - For next message – press #

## **Messaging**

- Press 2 to record a message
- Enter the address for your message
- Press 2 to end recording
- Press # to stop recording
- Press 0 to hear additional options
- Return receipt of message – press 2
- Mark for future delivery – press 5
- Urgent message – press 1
- Mark as private – press 4
- Enter additional address – press 6
- Erase message – press \*
- To send the message – press #

## **Exiting your mailbox**

- Hang up the handset

If you have any problems with your phone please call Alex Hall desk @ ext.132