

STUDENT RESIDENCE PHONE FEATURES



To Make a Call

- Lift handset. Dial 9 + number for local
- Lift handset. Dial 8 + 1 + 800 (888, etc) for toll free numbers.
- For long distance calls follow the instructions on your calling card and then the appropriate directions above.
- Hands-free dialing – Press Line key to obtain dial tone. Dial number.

To Answer a Call

- Lift handset
- Hands-free answering – Press Line key with flashing telephone

To Disconnect a Call

- Press Goodbye key or hang up

To Hold

- Press Hold key. Telephone will flash
- Press the Extension key to return to the call

Last Number Redial

- Lift handset and press the redial soft key.

Do Not Disturb

- Press the Do Not Disturb soft key when you do not want to be disturbed. This will make your set appear busy and send your calls to voice mail

To Call Forward to Voicemail

- Press the CFwdALL softkey and enter 5000
- Press the CFwdALL softkey to Remove

STUDENT RESIDENCE VOICE MAIL INSTRUCTIONS

To log on from your room

- Press the **Message** key.
- Enter your **4-digit phone extension number** followed by # key.
- Enter your **password** followed by # key.

Note: The initial password will be 728 1968.

The first time you have logged into the system you will hear a system message welcoming you to the voice mail system.

To record your personal greeting or to change your password press 8.

Once 1 is pressed to record your greeting, press 5 to begin recording and “#” to stop recording.

To delete the greeting if you make a mistake press 76 and then press 5 again to begin recording.

If 3 is pressed to change your password the system will ask you for your new password (must be a minimum of 6 digits in length) followed by the “#”. Enter the new password again followed by the “#”.

Other Messaging Commands:	71	delete all messages
	711	confirm deletion
	727	selectively delete message
	72	restore message
	1	skip backward (5 sec increments)
	3	skip forward (5 sec increments)
	4	skip forward (1 message at a time)
	6	skip backward (1 message at a time)
	2	play message
	#	stop/pause

To log on from outside the residence

- Dial 705-730-5600
- Press *
- Enter **mailbox number** followed by # key.
- Enter your **password** followed by # key.

To log on from Barrie Campus to the residence

- Dial 5000
- Press 5
- Enter **mailbox number** followed by # key
- Enter your **password** followed by # key.

For Express Messaging

This feature allows you to leave a message without ringing the phone.

- Dial * and the mailbox/extension you wish to leave a message for.