

Faculty/Staff Telephone User Guide

To Make Calls

1. On campus – dial 4-digit extension number
2. Local – dial [9] + 7-digit number
3. Long Distance – dial [5], AZ code, 1+ number

Authorization Code (AZ Code)

Authorization codes are 7-digit codes assigned to you to enable you to make long distance calls. All '1+' calls require the use of an AZ code.

How to Use AZ Code

1. Dial 5
2. Dial your 7-digit AZ code
3. Dial 1+the number (even 1-8XX calls)

You and your department are responsible for ALL calls made with your AZ code. Keep your code confidential. If you feel someone knows your code, contact the Telecommunications office at Ext. 6166 to have a new one assigned to you.

Billing

Monthly bills will be sent to each Department Chair via email. The billing period will run from the 15th of the month to the 14th of the next month. You must pay for any personal calls at the Student Accounts office.

Request for Changes and Additions

Any request for changes or additions must be made in writing on a *Keller Computer Center New Equipment And Service Request Form*. It must be approved by your department head and the VP of your department.

Redial Buttons – One button dialing to programmed numbers. To Program: Get dial tone, dial [*566], press the button to be programmed, dial number (internal or external), hang-up. If it is a local number you will need to program the [9] before the number. If it is a long distance number, you will have to program the [5] and your AZ code before the long distance number.

Voice Volume Buttons – Use the VOL up and VOL down buttons to adjust the voice volume of your phone. While on a call, press VOL up to raise the volume of the voice you are hearing, or press VOL down to lower the volume. When you hang up, the voice volume resets to the normal level.

Ring Volume Control -- Use the slide control, located either underneath or on the side of the phone, to adjust the ringing volume of your phone.

Changing Your Ringing Tone – Your phone has a predetermined ring. You can change your ring tone to any one of eight tones. Use the following procedure to change tone: Lift the receiver, dial [*572], key in the single digits (1 through 8) to hear the various tone pitches. Hang up when you select the tone you desire.

Faculty/Staff PhoneMail User Guide

PhoneMail

All faculty, staff and students have PhoneMail. The system allows you to send and receive messages from internal and external callers. Your personal voice greeting will answer a call made to your voice mailbox extension instructing the caller to leave their name and message. You will need to access your mailbox and record your personal greeting and name, and change your password immediately.

Accessing PhoneMail

Dial the direct access no. [588-6777] (from off campus)
-or- [6777] (from on campus)
Press [#] (from your phone)
-or- Dial 4-digit mailbox no. [XXXX][#] (if not at your
phone or off-campus)
Enter password [XXXX] (use default pswd)
Press [#]

YOU ARE NOW SIGNED ONTO YOUR MAILBOX. The system will tell you if you have any messages. Follow system prompts to listen to messages.

Recording Your Personal Greeting and Name

Access your mailbox by the above procedure

Press [8] (to Change Answering Options)
Press [1] (to Change Personal Greeting)
-or-
Press [4] (to Record Your Name)

Changing Your Password

Access your mailbox by the above procedure

Press [9] (for Mailbox Options)
Press [3] (to Change Password)

Personal Distribution Lists - Personal distribution lists allow you to send one message to many subscribers at the same time. Each list can include up to 20 subscribers. You can create, review, modify and delete your personal distribution lists at any time.

To Create Your Personal Distribution List

Access your mailbox.

Dial [9] For Mailbox Options
Dial [1] For Distribution Lists

The system will tell you which list number you are creating.

The system prompts you to enter a destination (mailbox extension number)

Enter the first extension number followed by the [#] key, then the second extension followed by the [#] and so forth until you have entered all the extensions you want included in the list.

Press [#] a final time to indicate that you have completed entering all of the extensions you want included in the list.

For Someone To Leave You a Message:

To leave a message without ringing your phone –
Caller dials 6778 or 588-6778 from off-campus, and then enters your extension number followed by the pound sign [#] when they are prompted and follow the system prompts.