

## QUICK REFERENCE BROCHURE



### Phone and Internet Access U of L Student Housing



All residential units are equipped with the following:

1. **Telephone Service**
2. **Wired Internet Access**

#### What does this mean for you?

- **Internet** access and local **telephone** services are available as soon as you move in. No sign-up is necessary!
- **Emergency Preparedness!** In the event of emergency or other urgent situations, an audio file or a text message can be sent to each phone to alert residents. Residents can quickly contact campus security and access 911 services.

#### Emergency

Dial **2345** for Campus Security  
(from any on-campus phone)  
or

Dial **403-329-2345**  
(from any off-campus or cell phone)

Dial **911** Police/Fire/Ambulance

**Emergency Response Website**

[www.uleth.ca/emergencyresponse/](http://www.uleth.ca/emergencyresponse/)

## Telephone Service

#### What this gives you!

- a) On Campus calling
- b) Local **Outgoing** (Lethbridge) Phone Service:
  - you may place a call to the Lethbridge area
  - off campus callers **cannot** dial your number
- c) 911 services
- d) Fast access to Campus Security

#### Includes:

- Cisco phone set
- Call display

#### Does not include:

- Incoming calls
  - off campus callers **cannot** dial your number
- Long Distance
- Voicemail
- Call Waiting

Sign up for these added features by purchasing the **Enhanced Phone Package**.

### Enhanced Phone Package (Optional - \$90.80/semester)

#### What this gives you!

- a) Incoming calls
  - off campus callers **can** dial your number
- b) Ability to call Long Distance
- c) Voicemail
- d) Call Waiting

#### COST:

- \$90.80 per semester
- Plus long distance rates @ **5 cents per minute** in Canada and the U.S. (International rates available on request)
- Billed monthly

#### How to Sign Up!

If you did not sign up using the Residence Student Check-In system, you can still enroll.

Visit: <http://www.uleth.ca/it>

## Wired Internet Access

- Internet access (Reznet) is already connected in your room. Look for the **Black** cable attached to your phone and connect it to your laptop or desktop computer's network port.



Need a longer Ethernet cable? Bring your old cable to the Solutions Centre for a replacement. (E610 University Hall)

Resident Internet Access (Reznet) is a network for use primarily in the advancement of the students' academic career. Irresponsible use of the network resources in such a way that interferes with the specified use of this network can be viewed as abuse.

Students must read the complete Reznet Guide to understand these policies. Visit our website: <http://www.uleth.ca/it>

#### Things to Know

- To Dial Off-Campus, you must **DIAL 9** followed by the 10-digit number.  
Example: 9 403-329-2490
- You are responsible for damage, loss or theft of phones.

#### Questions?

Email: [help@uleth.ca](mailto:help@uleth.ca)

Phone: 403-329-2490

Visit: Information Technology Solutions Centre – E610 (University Hall)

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The Cisco IP Phone 7911G is the latest Cisco Systems® full-featured "basic set" IP phone.

#### FEATURES

**Volume Control** A volume-control toggle to provide easy decibel-level adjustments of the handset, monitor speaker, and ringer

**Multiple Ring Tones** More than 24 user-adjustable ring tones

#### Volume Adjustment



##### Ringer Volume


- *While your phone is idle*, press the **volume** bar up or down until desired volume is reached. Volume is automatically saved

##### Handset/Speaker Volume

- *While you are on a call*, press the **volume** bar up or down until desired volume is reached
- Press **Save** soft key to save this setting

#### Using Hold


##### To place a call on hold:

- Press **Hold** button  while on a call. Button lights **red**, or flashes when another call is engaged (i.e. conference, transfer, etc.)


##### To resume the call:

- Press the same button to **resume** the call. Button light will turn off.

#### MENU BUTTON

This button  lights green, when pressed to access menu options, and stays lit while menu items are active. To maneuver through the menu options, use the scroll bar, then press the **Select** softkey

#### Settings

Changing Ring Type (press the  button)

- Press **3** for Settings
- Select **1** for User Preferences
- **1** for Rings
- **1** for Default Ring
- Navigate through the ring types, press the **Play** soft key to hear the samples
- Press the **Select** soft key to choose the ring type
- Press **Save**

## Cisco IP Telephone

### 7911 model

#### Quick Reference Brochure

#### For Resident Students



#### Need Help?

Call: 329-2490

Email: [help@uleth.ca](mailto:help@uleth.ca)