

QUICK REFERENCE BROCHURE



Phone and Internet Access U of L Student Housing



All residential units are equipped with the following:

1. Telephone Service
2. 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 Notification! Please be sure your phone is plugged in at all times!**
- In the event of emergency or other urgent situations, a voice or a text message will be sent to each phone to alert residents.
- Residents can quickly contact campus security and access 911 services.

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

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.
- Ensure that your computer is connected on the back of the phone labeled 10/100 PC



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

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/

- 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

Phone: 403-329-2490

Visit: Information Technology Solutions Centre – TH218 (Turcotte Hall)

September, 2017

Continued



Cisco IP Telephone

7911 model

Quick Reference Brochure For Resident Students



Need Help?

Call: 329-2490

Email: help@uleth.ca

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**