

YOUR TELEPHONE & ITS OPERATION

Willamette View operates its own high-speed telephone switching system. All incoming and outgoing calls are routed through this system, allowing you to call any number at Willamette View by simply dialing the last four digits of the number.

Life Threatening Emergencies: Dial 911

To Make Local Calls:

(Note: Local calls in the Portland Metropolitan area require that you dial the area code before the seven (7) digit number.)

- 1) Press 8 and listen for dial tone
- 2) Press area code + seven (7) digit number

To Make Long-Distance Calls:

- 1) Press 8 and listen for dial tone
- 2) Press 1 + area code + seven (7) digit number

Incoming Calls From Outside:

Calls from off-campus will ring directly into your apartment. If a caller does not know your phone number, they can call (503) 654-6581 and ask to be connected to your apartment.

To Reach Information (local and long distance):

- 1) Press 8 and listen for dial tone
- 2) Press 411

To Reach The Manor Reception Desk:

Daily 8:00 a.m. to 8:00 p.m.dial "0"

To Reach An Outside Operator:

- 1) Press 8 and listen for dial tone

- 2) Press 0

This will connect you a communications operator.

This operator may assist you, or you may request to be transferred to another long-distance service operator, such as MCI, Sprint, etc.

To Make International Calls:

- 1) Press 8 and listen for dial tone
- 2) Press 011 + three (3) digit country code + city routing code + seven (7) digit number

Call Forwarding:

- 1) Listen for dial tone and press * followed by 2
- 2) Press the extension number that calls are to be forwarded to
- 3) Listen for confirmation tone and hang up

To Cancel Call Forwarding:

- 1) Listen for dial tone and press # followed by 2
- 2) Listen for dial tone and hang up

Resident Voicemail Set-up Instructions

If you have Willamette View supported voicemail, please follow the steps below to set up your phone:

1. Dial the last 4 digits of your phone number to access your voicemail
2. Enter the default password 0000; or 1-2-3-4
3. Record your name
4. You will be asked if you would like your name to be included in the directory (choose no; there will not be a directory)
5. Record your outgoing greeting
6. Choose a unique 4-digit access code that you will remember
7. Press 1 if you are happy with your set up

8. All done!

Remember to delete your messages after you listen to them by pressing '6.' Otherwise, the red light may continue to flash.

DEFINITIONS: Terms Used For Special Features

Dial Tone: A steady, continuous tone.

Recall Dial Tone: Two short tones followed by dial tone.

Confirmation Tone: Three short tones.

Re-Order Tone: A fast busy signal. Call is temporarily blocked as when all long-distance circuits are temporarily busy.

Call 6678 To Report Telephone Problems