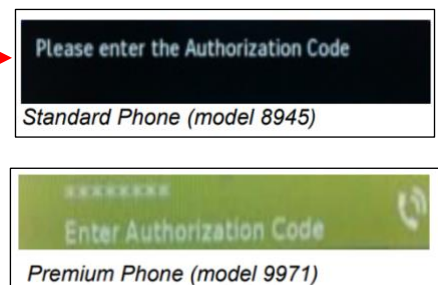## Introduction

A phone authorisation code number is used by those who require a certain level of telephone call access that may not be available on their desk phone due to the phone's location. If you have a phone authorisation code assigned to you, that code allows for a specific level of telephone call access. You can go to any video phone in the University and make a call to that level, even if the phone normally would not allow it.

This guide will show you how to make a call using your phone authorisation code.

## Step 1: Place a call

**1** Enter the phone number you wish to call. You will hear two beeps and you will be prompted to enter your **Authorisation Code** followed by the **# key**. Note for security reasons, the phone will display ***** instead of the numbers entered.



Please enter the Authorization Code

*Standard Phone (model 8945)*

Enter Authorization Code

*Premium Phone (model 9971)*

**2** The call will be placed as long as the authorisation code has been entered correctly. Please note the authorisation code is not synchronised with the PIN used for voicemail or for logging into another video phone.