

Quick Reference Guide *Phone Authorization Code*

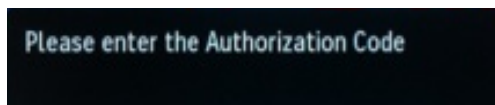


A phone authorization code number is used by people who require a certain level of telephone call access that may not be available on their desk phone due to the location of the phone (i.e. in an open shared space). If you have a phone authorization code assigned to you that code allows for a specific 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.

You are not automatically assigned a phone authorization code because in most cases, the level of access provided on your desk phone is sufficient for your needs. In some circumstances a phone in an open or shared area may have a lower level of access to prevent unauthorized calls, and in those cases a phone authorization code may be requested.

Making Calls

1. Enter the phone number you wish to call.
*You will hear two beeps and the screen will display the message **Enter Authorization Code**.*



Standard Phone (model 8945)



Premium Phone (model 9971)

2. Enter your unique authorization code followed by #.
*For security reasons, the phone displays a ***** instead of the numbers entered.*
3. If the authorization code is entered correctly, the call will be placed.



This phone authorization code is not synchronised with the PIN number used for voicemail or for logging into another video phone.