

Placing and Receiving Calls during Your Office Hours

The office you occupy is equipped with a telephone which is available for your use during your office hours. The office extension number is specified on the telephone set and can be provided to people wishing to contact you during your office hours.

Please remember that there is no voice mailbox associated with the office extension number. Therefore, if the phone is not answered, callers will be unable to leave a message. Please advise callers to use your personal voice mailbox number if they wish to leave a message after receiving no answer on the office extension number.

You can place calls to another Nipissing Main Campus extension from the office telephone by dialing the four digit number. For external outgoing calls, dial 9 + area code and then the telephone number.

Your personal voice mailbox number records messages only and does not ring to any phone.

Note: Please see the Voicemail Instructions link on the Telecommunications web page on how to set up your personal mailbox and retrieve messages from this office, from home or from any other extension.