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Activating Phones for Research:

To request a new phone unit to be installed in your research area or to request for a new phone extension number for an existing phone unit, please contact Bell Canada at KHSC-KGH Site 7000 or Bell.Canada@kingstonhsc.ca.

If you need to order a new phone unit, you will need to complete a KHSC Procurement Order (PO) form indicating the name and title of the person needing the phone, the type of phone unit you want ordered, and where the phone unit is to be delivered. The BELL Canada technician at KHSC-KGH Site will come to your research location once the phone unit has arrived and activate your new phone unit. Phone unit options available for ordering include:

- basic phone (no call display): Nortel Meridian M8004
- single-line phone (with call display and hands free): Nortel Meridian M3902
- multi-line phone (with call display and hands free): Nortel Meridian M3903
- larger sized multi-line phone (with call display and hands free): Nortel Meridian M3904

Completed PO forms need to be dropped off to the KHSC Purchasing Department located in Armstrong 0. Inquiries for KHSC Purchasing Department can be directed to KHSC-KGH Site ext. 2360.

<http://www.kingstonhsc.ca/research>

Contact:

KGHRI@kingstonhsc.ca

(613) 549-6666, ext. 8171

To request your name, department, room location, and KHSC-KGH Site phone extension to be uploaded onto the “*KHSC Intranet Telephone Directory*”, please contact Bell Canada at KHSC-KGH Site ext. 7000 or Bell.Canada@kingstonhsc.ca. To have your contact information uploaded onto the “*KHSC-KGH Site Outlook Address Directory*”, please contact KHSC Help Desk at KGH Site ext. 4357 or KHSC.HelpDesk@kingstonhsc.ca.

You do not need to contact BELL Canada at KHSC-KGH Site directly for any research moves that also involve moving a phone extension. This is handled by KHSC’s Planning Office. For more information about moves, please check out “Research Roadmap: Research Move Requests”.

Dialing from KGH Site Phones:

Queen's University, KHSC-HDH Site, and the Cancer Centre of Southeastern Ontario at KHSC-KGH Site (CCSEO) have been connected to KHSC-KGH Site’s telephone system. An access code assigned to each institution enables the caller to place a call directly to an extension number (last four or five digits) at any of these facilities. Simply dial the institution's access code and the extension number for the person or area you want to reach:

Another KHSC-KGH Site phone	dial the four digit extension number only
KHSC-KGH Site Operator	0
Queen’s numbers	56 + five digit extension number
KHSC-HDH Site numbers	52 + four digit extension number
CCSEO numbers	51 + four digit number
Kingston and Area numbers	9 + 613 + seven digit number
Information for 613 area	9 + 411
long distance numbers	9 + 1 + area code + 7 digit number
Toll free numbers	9 + 1 + 800 + 7 digit number
Hospital pagers	pager number
<i>Meridian Mail-access voicemail and other features of your phone</i>	3000
Bell Canada	7000
Emergency Codes	4444
KHSC-KGH Site Security	4142
KHSC-KGH Site Maintenance	3333

