

NATIONAL UNIVERSITY OF EDUCATIONAL PLANNING AND ADMINISTRATION

17-B, Sri Aurobindo Marg, New Delhi – 110016

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CIRCULAR

All the Faculty/Staff Members are here by informed that University has installed a PRI Line of 200 channel with DID (direct inward dialing) & STD/ISD facility on board No.26544800 for its use. The intercom Nos. once prefixed with 26544XXX (XXX is intercom number) will work as direct line for inward dialing and those who have been allotted Local & STD calls will have Local/STD activated on their intercom number. Accordingly, the existing direct telephone numbers will have the following new direct numbers for their intercom with local & STD (if earlier allotted) activated. In a due course, gradually, NUEPA will surrender its 20 direct Telephones Lines of MTNL against the PRI Line numbers which are given below:

Name of the Official/User	Existing Telephone Nos.	New Telephone Nos.
PA to Registrar	26863070	011-26544818
Prof. Nalini Juneja	26510135	011-26544885
Prof. J.B.G. Tilak	26861320	011-26544807
Prof. Neelam Sood	26862389	011-26544853
Prof. Najma Akhtar	26864409	011-26544839
Prof. Sudhanshu Bhushan	26528645	011-26544844
Prof. SMIA Zaidi	26511249	011-26544838
Prof. A.C. Mehta	26853037	011-26544887
Prof. K. Sujatha	26511996	011-26544837
Prof. A.K. Singh	26854268	011-26544884
Shri Pramod Rawat	26861635	011-26544875
Shri Ajay Kumar Khanduri	26510014	011-26544833
Smt. Usha Thyagarajan	26861865	011-26544834
Librarian	26862507	011-26544811
Shri Naveen Bhatia	26514810	011-26544883
Library Computer	26961652	011-26544813
Room No.106	26510377	011-26544806
Room No.114	26510151	011-26544814
Room No.306	26969245	011-26544865


EPABX system has two direct numbers **011-26565600 & 011-26544800** and by dialing these numbers from outside, you will be able to talk to the operator or receptionist.

All the intercom numbers either in office or at home installed by the University will have direct inward dialing facilities, eg: 011-26544XXX (XXX is intercom number)

NUEPA Hostel will have the direct inward dialing number 011- 26544900 and even Hostel Room/Suits can also be directly dialed by prefixing 011-265449XX (Room Number)

Instruction manual for use of SIEMENS OPEN STAGE PHONES is appended below.

All are requested to kindly note of the same.


(Ajay Kumar Khanduri)
Administrative Officer

INSTRUCTION MANUAL FOR SIEMENS OPEN STAGE PHONES

Operation is greatly by a new system of self-explanatory user prompts. The new Motto is Display and Select.

1. ANSWERING A CALL

Your Telephone rings. The display shows: "Call from "
To Answer Pick up the Handset or Press "**Speaker**" Key

2. DIAL INTERNAL NUMBER

Press the "Name" key of the extension (If available)
or Press Extension **Nos**.

3. DIAL OUTSIDE NUMBERS

Dial the desired Telephone Number (If available)
or Press "**0**" and dial the desired nos.

You need not pick up the handset or press speaker key for the operation.

4. DO NOT DISTURB (DND)

If you wish, you can guard your telephone against incoming calls for a temporary period; outgoing calls can still be set up. Internal callers hear busy tone , external callers are rerouted to a telephone assigned for this purpose (System support/ System administration). The attendant console can override the do not disturb facility after 5 seconds.

Dial Code	For Function
* 97	"Do not disturb on"
#97	To Deactivate DND

5. CALL TRANSFER

If your call partner would like to speak to another user, you can call this third party and transfer the connection either before or after your call is answered.

While "User" is attending to a call press "**TRANSFER**" and No of B and keep the handset on place to transfer the call".

6. CONFERENCE

During an Internal or External call you can call a third internal or external party and invite him or her to join in the call, thus setting up an add-on (three-way) conference. During the conference you hear a reminder tone ever 30 seconds.

While "user" is attending to a call, dial for other Extns/ external no after pressing O.K. on Connection to second call press **CONFERENCE** key.

When one party leaves the conference, the other two callers a re still connected (two-way call)

7. **STORING INDIVIDUAL ABBREVIATED DIALLING NUMBERS**

Dial Code	For Function
* 92	“Change abbreviated dialing”

From this pit on, simply follow the user prompting! (Enter abbreviated dialing number *0 through *9; always enter external number with trunk code e.g. 0).

8. **AUTOMATIC CALL BACK**

If you call an Internal Extension which is either busy or does not answer , you can initiate automatic callback. As soon as the other party finishes his call or returns to his desk and uses his telephone again, the systems call you up. You then hear a ringing tone and the other party is called.

Dial Code	For Function
MENU * 58	“Call back”
#58	Cancel Call Back

9. **CALL FORWARDING (DIVERSION)**

You can initiate the immediate Re-routing of Internal and /or External to a different internal or external telephone which you have defined (External destination depends on system configuration).

Press Key	For Function
CALL DIVERT	Enter the destination
CALL DIVERT	To cancel Divert

10. **LOCKING AND UNLOCKING YOUR TELEPHONE**

You can lock your telephone and the Electronic Notebook temporarily so that they cannot be used for dialing external calls or programming, thereby preventing unauthorised persons from using you phone while you are away from your desk.

Pre-Condition: You have defined a personal code (Pt 19) or you are using the default code “00000”

Dial Code	For Function
* 66	“Lock Telephone”
#66	Unlock Telephone

From this user point on, simply follow the user prompting! “Telephone locked” appears on the display.

11. **CHANGING YOU LOCK CODE**

You can protect your telephone against unauthorised access (Protection data) by entering a Personal 5 digit code. Locking/unlocking

To change a code, enter the old code, then the new code twice.

Dial Code	For Function
* 93	"Change Lock Code"

Enter old Lock code (Default "00000"). From this point on, simply follow the user prompting!

The code must consist of 5 digits.

If you have not yet assigned a code, use code "00000" initially.

If you forget your code, get in touch with system administration, so that the code can be reset to "00000".

12. TO LISTEN TO YOUR VOICE MAIL MESSAGES FROM OFFICE DIAL 500 / FROM OUTSIDE DIAL 4091699 AND FOLLOW USER PROMPTS