

Copy Machines and Phones

Please answer the phone

"Department of _____, ____ speaking, how can I help you?" or some variation is fine.

Transferring a call into voice mail – when on the phone with the caller, hit the transfer button, key in * and the 4-digit number.

To dial on-campus, use the 4- digit extension of a phone [for example – Janette Smith phone # 407-646-2175, but just use 2175 when dialing on campus]. For off-campus dialing, simply dial the full 10-digit phone number.

Checking voicemail – there are two ways: Messages button on phone, after the prompt, enter your password. If you need to set a password or need to reset it, contact Skip Sargeant in IT.

- Or, in your email, you will have a message from "voicemail @fuze.com" which is also a connection to the voice mail message.

IT Support If you have any technical problems or need assistance with your computer, you can call IT for computer support at x6363. Their website, <http://r-net.rollins.edu/it/help-desk/index.html>, contains additional resources.

Copiers

No password is needed to log in on campus copiers, they are accessed with your Rcard which is tied to your department budget. Work Study students should be able to use your Rcard to access the copier to do department work – scanning, printing, and copying.

Students can use your copier by using their own Rcard to access their accounts.

All copiers can print and scan. Some can copy in color. They also have a scanning capability that you will use often when professors need books or materials scanned. Scans can be done as PDFs or JPGs, it all depends on the settings you pick.

Copier Service/Repair: The phone number for repair is labeled on the front of the copier.....and there should be an ID number there also that they will ask for. Seminole Office Solutions is responsible for servicing the machine and they are usually able to come to the office the same day or the next day, depending on the severity of the problem.

Ordering Copy Paper: Boxes of letter-sized paper are ordered through Facilities and Services. Call x2334 and ask for a box of paper. All other sizes and colors should be ordered through Staples.