

Mobile Extension

Quick guide

How to use mobile extension at Uppsala University.

Calling

NOTE! All outgoing calls are presented with the switchboard number (018-471 xxxx).

You call as usual from your mobile phone. You do not have to enter the line prefix (00) before the number to call externally. To reach an extension number, you enter only the extension number (4 digits)

Voicemail 888

Operator 987
Internal Ankn (ex. 4400)
External Tfn.nr inkl riktnr (ex. 018 111 111)
Emergency number 112
Nat. corporate nr. ex. 90 510, 90 200

Mobile Extension (MEX) outside Sweden

The Mobile Extension service only works in Sweden. Outside Sweden, the mobile phone functions as an "ordinary" mobile phone. Make sure to check the current prices in the country you will be visiting to avoid unpleasant surprises when you get home.

Storing phone numbers in the phone book

- Internal numbers should be stored in internal format, e.g. 1234, to bring up the name of the person who is calling for internal calls (applies only if caller ID for internal calls is activated).
 - For individuals who travel abroad the internal number should also be stored in international format, e.g. +46184711234.
 - External numbers should always be stored in international format.
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SMS - Text messaging

SMS are sent to the receiver using the whole mobile number, e.g. 0701234567

Calling the switchboard

To execute services in the switchboard, you first need to call the switchboard **965**.

Call switchboard **965** wait for dial tone, continue with desired switchboard function.

Referral / Absence information:

Call 965 *tone* *23* *code* # *dial tone* end call. Alt. Call 965 *tone* *23* *code* * *time/date* # *tone* end call.

The following reasons for referral i available:

Reason	Code	Extended code
Back at	*23*0# (1)	*23*0*HHMM# (3)
Meeting	*23*1# (2)	*23*1*HHMM# (3)
Course	*23*2# (2)	*23*2*HHMM# (3)
Not available	*23*3# (2)	*23*3*HHMM# (3)
Away on business	*23*4# (2)	*23*4*MMDD# (4)
Part-time	*23*5# (2)	*23*5*MMDD# (4)
Holiday	*23*6# (2)	*23*6*MMDD# (4)
Leave of absence	*23*7# (2)	*23*7*MMDD# (4)
Back on	*23*8# (2)	*23*8*MMDD# (4)
Sick leave	*23*9# (2)	*23*9*MMDD# (4)

Cancel referral Call 965 *tone* #23# *tone* end call.

- (1) Absence active 30 minutes from the time the service was requested
 - (2) Absence active until 08:00 on the next working day
 - (3) Absence active to a specific time on the same day or next working day
 - (4) Absence active to 08:00 in a specific month and on a specific day
 - (5) Absence active Until further notice
- HHMM=hours,minutesMMDD=month,day
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External forward

You can forward your extension to an external number using the following code:

Activate: Call 965 *tone* *22# 00 *desired number* # *tone* end call

Cancel: Call 965 *tone* #22# *tone* end call

(Note: an external number must be preceded by the prefix(00))

Internal forward

You can forward your extension to an internal extension using the following code:

Activate: Call 965 *tone* *21* *desired extension* # *tone* end call

Cancel: Call 965 *tone* #21# *tone* end call

Inquiry/Toggle

During an ongoing call, you can park the call and make an inquire to another extension.

Press * *wait for dial tone* desired number. Toggle between the calls using *.

(Note: an external number must be preceded by the prefix(00))

Group call

During an ongoing call, you can bring in further participants:

Press * *wait for dial tone* desired number *press* 3.

(Note: an external number must be preceded by the prefix(00))

Transferring call

During an ongoing call:

Press * *wait for dial tone* desired number *end call*

(Note: an external number must be preceded by the prefix(00))

Callback / Redial

If you are calling an internal extension that is engaged, you can activate the callback function, which will automatically connect the call when the engaged extension concludes the first call.

If engaged: *Press* 5 *end call*.

Call waiting (if service activated)

Answer a second call (when a "call-waiting" alert is heard).

Press *, toggle between calls *press**.
