EMERGENCY NUMBERS:

| CODE BLUE | EXT | 35222 | MEDICAL ASSISTANCE | EXT | 36777 |
| SECURITY EMERGENCY | EXT | 36777 | SECURITY ESCORTS | EXT | 36268 |

TO CALL PATIENT ROOMS: Dial a 3 plus the 4 digit room number

TO CALL:

Your Operator = 0   Local = 9   Extension = 5 digit ext number

DIRECT INWARD DIALING or DID

Any extension in the hospital beginning with a "3" can be dialed
directly from outside the hospital by prefixing the extension number
with 363- and the last 4 digits of the extension.

Any extension in the hospital beginning with a "2" such as hospital
Operators can not be accessed by direct dial. i.e 28001, 28002, 28003.
Please dial the hospital Operator at 330.452.9911 and your call will be connected.

OPERATOR- CALLS ON HOLD

Calls that are on hold will be display as extensions 28XXX. If you
are paged to one of those numbers that means a caller is on hold
at the Operators station. Please respond promptly to be connected.

INTERNAL NETWORK DIALING

The following locations are now networked so that you can dial
the 5 digit extension internally to that location from any facility that is
within the network.

Current Network Locations:

Aultman Main = 3XXXX
Bliss = 40XXX
Woodlawn = 43XXX
West = 44XXX
North = 46XXX

<div align="center">

Phonebook Directory Changes

</div>

Please email any changes to THarris@Aultman.com for future Directory listings or changes to the online Intranet Phonebook.

<div align="center">

Phone Service or Repair

</div>

When there is a repair problem with the telephone or telephone line, call ext 36226 and report the trouble. Give your name, the extension number of the phone that is not working properly, the nature of problem and location of the phone.

TELEPHONE OPERATING INSTRUCTIONS

Aultman Hospital
Single Line Quick Reference Guide

HOLD A CALL……………….FLASH

RECONNECT TO
CALLER ON HOLD…………FLASH

PICK UP………………………#60- Local Park Retrieve
                                            #61- plus Ext. Number for
                                                      Remote Park Retrieve
GROUP PICK UP……………..*7

PARK………………………….Flash *6

LAST NUMBER REDIAL……**

SYSTEM SPEED ACCESS…..*9 plus code number

DO NOT DISTURB ………….120
     Patient Use Only
DO NOT DISTURB
     TO CANCEL……………...110

FORWARD- ALL CALLS……*1 + extension call is
             TO CANCEL..….#1   forwarding to
FORWARD –NO ANSWER….*2   "
             TO CANCEL…. #2
FORWARD- BUSY…………..*3   "
             TO CANCEL…..#3
TRANSFER…………………...flash, plus extension

CALL BACK………flash #8

CONFERENCE….with a call in progress, ask party to hold and press the flash, dial
                    desired extension or phone number, after call is answered press flash.

all 3 parties will be connected.

DTERM DIGITAL SERIES PHONE FEATURES
(Multi-line phone with Display Series i)

HARD KEY INFORMATION

HOLD- to hold a call
TRANSFER-to transfer a call, press TRANSFER KEY, enter extension and
announce call.
RECALL- recalls dial tone
REDIAL-redial will display the last 5 numbers dialed. Press * to redial number.
ANSWER- answer call
CONFERENCE- conference multiple calls together * see set up instructions
MIC- mic must be on for caller to hear you
SPEAKER- to hear caller over phone speaker

Hands free conversation- Please make sure both **MIC and SPEAKER are ON.**
Please be sure to speak toward the mic located on the phone.

FEATURE- will activate set up functions for One-touch speed dial or tones
Feature +1 = turns microphone on or off
Feature +2 = adjusts handset receiver volume
Feature +3 = selects ringer tone
Feature +4 = adjusts transmission/receiving volume

Directory and Message keys are not in use at this time.

SOFT KEY INFORMATION

Soft key are located below the display. These keys will activate features that **appear** in the display. The feature codes you will see in the display are activated or set by PRESSING the SOFTKEY that is right UNDER the CODE in the display. When the feature is activated, you will see a confirmation message on screen. And CODE will be flashing on the display.

To CANCEL the feature, press the SOFTKEY under the BLINKING CODE.

SOFT KEY CODES:

FDB- call forward when line busy	Same as using *3
FDA- call forward all calls	Same as using *1
FDN- call forward when no answer on line	Same as using *2
CW- call waiting enables station	
CB- call back. Calling phones will ring as soon as busy line is available	
PICK- pick up calls directed to another phone(s) in your group	
MIC- activates the mic on and off	

Other DTerm Features

CONFERENCE CALL – this feature can connect 3 callers into a conference call.
With first caller on the line, press TRANSFER to hold that call, then dial second
Caller, once the second caller is on the line, press CONF key and the parties will
Be joined in conference call.