



King Saud bin Abdulaziz University
for Health Sciences



Corporate Communications
Department

☎ Admin Assistant 8510233/8543482

☎ Maintenance Hotline 12345

✉ communicationKSAU-HS@ksau-hs.edu.sa

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Communications KSAU-HS User Dial Manual

OUR MISSION & OBJECTIVES:

The Communications Department of KSAU-HS seeks the provision of the best technical services among KSAU-HS staffs and students. The Management works on developing the communication systems in order to achieve the KSAU-HS objectives.

SERVICES PROVIDED:

- ☎ Telephone System
- ☎ Paging System
- ☎ Call center
- ☎ Voice mail/Auto attendance
- ☎ Use of Access Code
- ☎ Communications Service new request procedure

Telephone System

The telephone network of the program enables to call directly from extensions to extension within the University sites.

Procedures on how to dial from KSAU-HS:

- ☎ To call the operator, dial 0
 - ☎ To make local calls, dial 5
 - ☎ To call from KSAU-HS to NGHHA extensions, dial 85 xxxxx
 - ☎ To call from NGHHA to KSAU-HS extensions, dial 84 xxxxx
 - ☎ To call the Communications help desk center, dial Ext: 12345
 - ☎ To call the Communications Technical Analyst, dial Ext: 91190
 - ☎ To call other University sites, dial the extension required directly
- The main numbers for the University in each region are as follows:

- ✓ **For Riyadh-** 011-4299999
- ✓ **For Jeddah-** 012-2246666
- ✓ **For Al-Ahsa-** 013-5629000

Procedures on how to page from KSAU-HS:

- ✚ Dial "70" then enter "pager number" then press #
- ✚ After that you will hear the tone

Procedures on how to use the Access Code in the University:

- ✚ Press "5" then enter the desired number you want to call- ex. 05xxxxxxx
- ✚ Enter the authorized code provided under your respective department
- ✚ After that, enter your departmental access code followed by the # sign

How to call from NGHHA Headquarters:

- ✚ Dial 81 followed by the extension number

How to call the operator:

- ✚ From NGHHA to KSAU-HS, dial 840
- ✚ From KSAU-HS to NGHHA, dial 850

For New Communication Services Request for KSAU- HS Riyadh Site:

- ✚ Send a memo addressed to the Deputy Associate Executive Director of Corporate Communications NGHHA indicating the details of request, justification, and locations thru the department head as per APP. Moreover, for any follow up pertaining to your request, you may contact through following:

- Email at communicationKSAU-HS@ksau-hs.edu.sa
- Within the hospital, dial the extension number **10233** or **10054**
- From the university building, dial the extension number **8510233** or **8510054**