

## NCMH IP-PABX

### AVAYA J139 IP Phone User's Manual

#### I. Basic Call Operations

1. Operator Assistance	Dial 0 or 1022
2. Outside call	Dial 99 + 8-digit landline no.
3. Call Transfer	While on call, press 'Transfer' softkey, then input the 4-digit local no. where the call is to be transferred.
4. Call Back	If dialed no. is busy, press 'AutoCB'
5. Call On Hold	While on call, press 'Hold' softkey to hold the ongoing call. To resume
6. Redial	Press 'Redial' key to call the recently dialed no.
7. Teleconference	To host a conference call: <ol style="list-style-type: none"><li>1. Dial the 1<sup>st</sup> no. to join the teleconference.</li><li>2. Press 'Conf' key and dial the 2<sup>nd</sup> no.</li><li>3. Repeat Step 2 to let other nos. join the call. (up to 10 nos.)</li><li>4. If all attendees are complete, press 'Conf' again to start the teleconference.</li></ol>

## NCMH IP-PABX Local Directory

Updated as of: February 2022

Office / Pavilion	Local Number	Office
Administration Building	1001	Medical Center Chief
	1002	Medical Center Chief, Staff
	1003	CMPS Community, Chief
	1004	CMPS Community, Staff
	1005	CMPS Hospital, Chief
	1006	CMPS Hospital, Staff
	1007	HOPSS (formerly CAO)
	1008	HOPSS, Staff
	1009	Finance, Chief
	1010	Finance, Staff
	1011	Budget, Chief
	1012	Cashier, Chief
	1013	Legal Officer
	1014	Accounting, Chief
	1015	Accounting, Room 3
	1016	Accounting, COOP
	1017	Accounting, Room 1
	1018	Accounting, Room 2
	1019	COA, Chief
	1020	COA, Asst. Chief
	1021	COA, Staff
Pavilion 1	1037	Pav. 1, Adult Inpatient (Dr. Caraos)
	1036	Pav. 1, Admin Office
	1038	Pav. 1, Doctor's Office
	1039	Pav. 1, COP (Dra. Perez)
	1040	Pav. 1, Nurse Supervisor
	1041	Pav. 1, Dental
	1042	Pav. 1, Psychological / NP Screening

	1044	Pav. 1, Fingerscan
	1043	Pav. 1, Social Service
Pavilion 2	1203	Pav. 2, Philhealth, Chief
	1204	Pav. 2, Philhealth, Staff
	1205	Pav. 2, Billing
	1206	Pav. 2, Pharmacy, Chief
	1207	Pav. 2, Pharmacy, Staff
	1208	Pav. 2, Collecting
	1209	Pav. 2, HIMS Admitting Unit
	1226	Pav. 2, HIMS, Chief
	1227	Pav. 2, HIMS OPS Unit
	1221	Pav. 2, QMO, Chief (Dra. Del Valle)
	1229	Pav. 2, Malasakit Center, Chief
	1228	Pav. 2, PHU, Chief
	1222	Pav. 2, Admin Office
	1213	Pav. 2, OPS Chief
	1200	Pav. 2, OPS
	1220	Pav. 2, Dental
	1245	Pav. 2, ER Psyche
	1210	Pav. 2, ACIS 1/PAU Ward
	1212	Pav. 2, ACIS
	1224	Pav. 2, IHOMP/IT, Staff
1225	Pav. 2, IHOMP/IT, Unit Head	
	1704	Pav. 2, Radiology
Pavilion 4	1405	Pav. 4, COP
	1406	Pav. 4, Doctor's Office
	1407	Pav. 4, Forensic Secretary
	1408	Pav. 4, Forensic Chief
	1409	Pav. 4, Dental
Pavilion 5	1505	Pav. 5, COP
	1506	Pav. 5, Admin Office

Pavilion 6	1601	Pav. 6, COP
	1603	Pav. 6, Admin Office
	1602	Pav. 6, Dental
Pavilion 7	1712	Pav. 7, COP
	1713	Pav. 7, Admin Office
	1720	Pav. 7, Doctor's Office
	1718	Pav. 7, Employees' Clinic
	1701	Pav. 7, ER Medical
	1710	Pav. 7, ICU
	1714	Pav. 7, Pharmacy
	1716	Pav. 7, CSR
	1711	Pav. 7, TB-DOTS
	1715	Pav. 7, HIMS, Admitting
Radiology	1703	Radiology, Chief
	1704	Radiology, Pav. 2
	1705, 1706	Radiology
	1702	Radiology, CT Scan
	1721	Radiology, 2D Echo
Laboratory	1707	Laboratory, Chief
	1708, 1709	Laboratory Section
Molecular Laboratory	1722	Receiving Counter
	1723	Specimen Handling
	1724	Extraction Room
	1725	Reagent Preparation Room
	1726	Template Adding Room
	1727	PCR Room
	1728	Clean Write Shop
	1729	Pathologist
Pavilion 8	1804	Pav. 8, COP
	1805	Pav. 8, Admin Office

	1803	Pav. 8, Nurse Supervisor
	1904	Pav. 9, COP
Pavilion 9	1903	Pav. 9, Admin Office
	1905	Pav. 9, Nurse Supervisor
	1906	Pav. 9, OT
Pavilion 10	1056	Pav. 10, COP
	1057	Pav. 10, Admin Office
	1058	Pav. 10, Nurse Supervisor
	1059	Pav. 10, OT
Pavilion 12	1202	Pav. 12, Nurse Supervisor
Pavilion 14	1401	Pav. 14, COP
	1403	Pav. 14, Doctors' Office
	1402	Pav. 14, Nurse Supervisor
Pavilion 18	1801	Pav. 18, Dental
	1802	Pav. 18, Nurse Supervisor
Pavilion 19	1901	Pav. 19, COP
	1902	Pav. 19, Admin Office
Pavilion 20	1230	Pav. 20, Psychosocial Ward
Pavilion 21	1231	Pav. 21, Admin Office
	1232	Pav. 21, Doctors' Office
Pavilion 22	1233	Pav. 22, COP / Doctors' Office
Pavilion 23	1234	Pav. 23, COP / Doctors' Office
Pavilion 24	1235	Pav. 24, COP / Doctors' Office
	1236	Pav. 24, Nurse Supervisor
	1302	Pav. 24, CCU
Pavilion 25	1237	Pav. 25, Admin Office
Pavilion 26	1238	Pav. 26, COP / Doctors' Office
Pavilion 27	1239	Pav. 27, Admin Office
Pavilion 28	1240	Pav. 28, COP / Doctors' Office
	1241	Pav. 28, Nurse Supervisor
Pavilion 30	1304	Pav. 30, COP / Doctors' Office

	1303	Pav. 30, Admin Office
Pavilion 34	1306	Pav. 34, COP / Doctors' Office
	1305	Pav. 34, Admin Office
	1307	Pav. 34, Nurse Supervisor
Pavilion 35	1308	Pav. 35, COP / Doctors' Office
	1309	Pav. 35, Admin Office
Activity Therapy Section	1814	Activity Therapy Section
PETRO	1815	PETRO, Chief
	1816	PETRO, Staff
DigiHub	1810	Special Concerns Drs. Argamosa, Boncajes, Mapa
	1811	Epidemiology, Dr. Sevilleja
	1812	MHIS, Dra. Daz
	1813	Conference Room
HIMS Main / Archiving	1817	HIMS Main, Statistician Office
	1818	HIMS Main, Archiving Office
Planning and Development Section	1820	PDS, Chief
	1821	PDS, Staff
Procurement Section	1822	Procurement Section, Chief
	1823	Procurement Section, Staff
Bids and Awards	1824	Bids and Awards Office
Materials Management Section	1825	Materials Management Section, Chief
	1826	Materials Management Section, Asst. Chief
Nutrition and Dietary Section	1827	Nutrition and Dietary Section, Chief
	1828	Nutrition and Dietary Section, Staff
Security Section	1829	Security Section
HRMO	1830	HRMO, Chief
	1831	HRMO, Staff
	1832	HRMO, Payroll Unit
Dialysis Center	1835	Admin. Office
	1836	Nursing Section, Asst. Chief

Nursing Service	1837	Nursing Section, Staff
Modular Hospital Facility	1101	Hospital 6
	1102	Hospital 5
Crisis Hotline	1833	Crisis Hotline, Program Director
	1834	Crisis Hotline, Staff