

Department of Residence Services

Office of Residential Life
240 Mercer Street – 1st Floor
New York, NY 10012
Tele: 212-998-6510
Fax: 212-995-4033

Office of Facilities Services
110 W. 3rd Street D'Agostino Hall – Mezzanine
New York, NY 10012
Tele: 212-998-6508
Fax: 212-995-3160

TO: NYU School of Law Residents
FROM: Office of Residential Life
RE: Landline Telephone Service
Date: January 5, 2017

Effective February 1st, the University will change its on campus landline telephone service for rooms within residence halls. Students who want landline service can now sign up using the directions below.

To request landline telephone service with voice or without voice mail, please send an email to: student-telephone@nyu.edu.

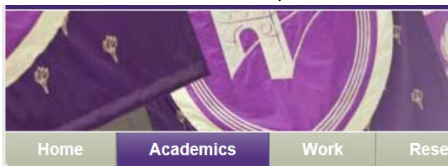
In this message, please include your:

- *NetID*
- *NYU email address*
- *Residence hall, room number, and bedroom letter.*
- *Do you want voicemail: Yes or No?*
 - *if yes, desired number of rings before going to voice mail (1-6)*

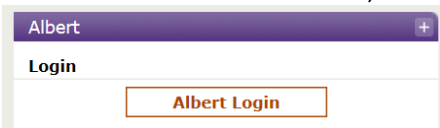
To request visitor/delivery notification:

In order for the Front Desk Staff to contact you for visitors, deliveries, or other matters, you must provide a cell phone number. Please follow the steps below to enter your current, local cell phone number into Albert:

1. Login to home.nyu.edu using your NetID and NYUHome password
2. Once inside NYU Home, click on the Academics link



3. Once inside Academics section, scroll down to click on the Albert Login.



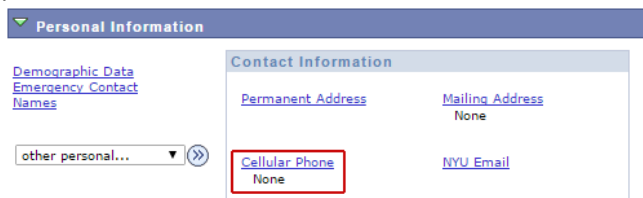
4. Sign in on the NYU Albert page using your NetID and NYUHome password:



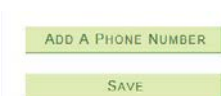
5. Once logged in, click on the “Student Center” link at the lower portion of the web page:



6. Once inside the Student Center page, check the “Personal Information” box. If your cellular phone is listed, please confirm it. If it reads “None” click on the “Cellular Phone” link to add it.

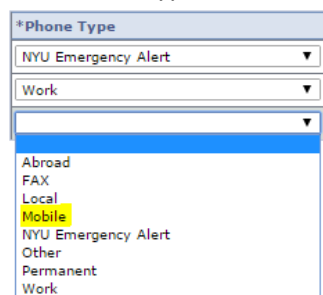


7. On the next page, click on the “Add A Phone Number” link



* Required Field

8. For “Phone Type”, select “Mobile”.



9. Enter your **current** cell number into the “Telephone” field (e.g. 212/555-1212)
- If your cell phone has a number that is from a country other than the US, like Spain, China, India, or any other country in the world, make sure you enter the number exactly the way you would give to people in the US so they can call you. That must include the international code, the country code, the area code, and the cell number. For example, if your cell phone is from Spain. Here is what you need to enter:
 - The international code to call Spain from the US: 011
 - The country code of Spain: 34
 - The area code: 968
 - The cell number: 123123
 - The entry would be: 01134968123123
 - You will also need to enter the Country in the “Phone Country” field
10. Make sure to click on the “Save” link to save your data. You are done.

Please note, anytime you get a new cell phone number, please follow the above instruction to update this info!

Please contact the Office of Residential Life with any questions at law.reslife@nyu.edu.