HOW TO ACCESS TELEPHONE CHECK-IN AND OUT

1) Dial from the inside ext: 4207 (on campus), from the outside (off campus) 214-345-4207

2) follow the prompts: enter your mailbox, (your account # 0000)

3) please press one (1) to change temporary status information

4) please press one (1) if you are available, (2) if your being covered by another person, please enter mailbox number for the person who will be covering for you (0000) hit pound key (#)-press five (5) to confirm

5) to set an expiration date and time for your status-press (3)

(6) Please enter the month number and the #key, day of the month #key, enter hour then # key, enter min after the hour then #key, please press (2) for am or (7) for pm - press 5 to confirm!

Please press (1) to make your temporary status expire now

Anytime you hit zero as an option, you will get the Hospital Operators. This piece is driven by you as the Resident/Interns, the Operators do not have the access to help with your account information when you are checking in or out.

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