

FAA Center for Management and Executive Leadership Facility Amenities and Services

Telephone Communications

**Main Facility Number
(386) 446-7000**

Guestroom Telephone Service

If someone needs to reach you, they can call the main facility number above. Upon your registration, you will receive a direct-dial number for your guestroom. Your guestroom telephone is equipped with Voice Mail to allow messages when you are unavailable. The light on the phone will alert you when you have received a call. You can then access the Voice Mail system and retrieve your messages.

During class hours, **emergency messages only** should be directed to FAA Student Services at **(386) 446-7223**. A representative will contact you in your classroom. Non-emergency messages should be directed to the individual phone in your guestroom and left on Voice Mail.

Courtesy Phones

In the main building, a courtesy phone for guest use is available for local access, operator-assisted calls, credit and calling card access, and toll-free access. Detailed instructions for dialing are posted next to this phone.

In addition, there are three telephones with FTS access in the lobby area. Guidelines for the use of the FTS phones are provided in the room's Guest Handbook.

Facsimile (FAX) Service – (386) 446-7101

CMEL provides a facsimile machine (FAX) for guest use with the incoming number of **(386) 446-7101**. This equipment is located in the lobby near the elevator. Ask the receptionist if you need help sending a FAX. All incoming faxes are held at the Front Desk and you will be notified by telephone or Voice Mail that a FAX has arrived.