



**To : Residents, Families and Friends**

**RE : RESIDENT ROOM EXTENSIONS and EMAILS TO RESIDENTS**

**When possible, residents, families and friends are encouraged to call the direct line for residents which are 613-731-8380 or 613-731-0094.**

Resident extension numbers always start with an 8, followed by the room number and then the number which indicates either a private or basic room. Private rooms are indicated by the number 0, while a basic room is indicated by the number 1 or 2 depending on the bed assignment.

**EXAMPLES:**

If your family member is in a private room #123, their telephone extension would be 81230.

If your family member is in a basic room #124, bed A, the telephone extension is 81241.

If your family member is in a basic room # 124, bed B, the telephone extension is 81242.

**E-MAILS TO RESIDENTS:**

If you would like to send a message to a resident via email we would be happy to print it and either have a staff member read it to them or just pass it along to your loved one. Please indicate in the email any specific instructions. Send the email to [info@stpats.ca](mailto:info@stpats.ca)