

How to Use Your Campus Telephone



Telephone calls may be placed to campus numbers, local numbers, toll free numbers and Emergency 911.

To call another phone on campus:

Dial the 4-digit extension.

To call a Local Number:

Dial 9 + 330 and the number.

To call Long Distance:

These calls will require use of a calling card. Dial 9 and follow the instructions on the back of the card.

To Place an Emergency Call:

Dial 911

To Place a Collect Call:

Dial 9 + 0 + area code and phone number and wait for instructions.

*This will charge the person receiving your call.

To Place International Calls:

These calls will require use of a calling card. Dial 9 and follow the instructions on the back of the card.