

WESTERN OREGON UNIVERSITY
LONG DISTANCE DIALING PROCEDURES

FOR BUSINESS USE ONLY

On the attached card is your long distance access authorization code which is to be used for business calls only. Please keep this card somewhere safe until you have learned your code. The authorization code allows authorized employees to make long distance calls from any extension on campus and produce a long distance bill tracking all calls to this code.

INSTRUCTIONS FOR DIALING LONG DISTANCE WITH YOUR CODE

(As noted on back of card)

UNITED STATES LONG DISTANCE

9 + 1 + Area code + Phone Number and then the 7 digit Authorization Code Number

INTERNATIONAL LONG DISTANCE

(If Authorized)

9 + 011 + country code + city code + number + # (or wait 10 seconds)
and then your 7 digit Authorization Code Number and then the # sign

To make a Collect, Calling Card, or Third Number billed call from any campus phone which has local calling access, dial 9-0-Area code and the number. You should use this process when you need to make personal long distance calls.

Toll calls to busy numbers, non-working numbers and numbers with no answer, which last more than forty (40) seconds may be billed as if completed.

To make toll free Area Code 800 calls from any campus phone which has local calling access, dial 9-1-800 and the number.

To reach the campus operator from a campus phone, dial 8-8000.

IF YOU HAVE FURTHER QUESTIONS, PLEASE CONTACT THE TELEPHONE COORDINATOR IN YOUR OFFICE OR CALL TELECOMMUNICATIONS AT 8-8010.