FACULTY, STAFF AND WEYBURN DIALING AND FEATURE INSTRUCTIONS

Campus Calls*
1. Access campus line
2. Dial five-digit campus number

Local Calls Within 310 Area Code*
1. Access campus line
2. Dial 8 + seven-digit number

Local Calls Outside 310 Area Code*
1. Access campus line
2. Dial 8 + 1 + area code + seven-digit number

Toll-Free Calls*
1. Access campus line
2. Dial 8 + 1 + toll-free prefix + seven-digit number

CTS Authorization Code Calls*
1. Access campus line
2. Dial access code 765; listen for special dial tone
3. Dial your ten-digit authorization code; listen for dial tone
4. Follow the appropriate dialing instructions for the area you are calling

Commercial Calling Card Calls*
1. Access campus line
2. Dial 8 and follow instructions on card

Toll Calls Within 310 Area Code**
Dial 8 + seven-digit number

Toll and Long-Distance Calls Outside 310 Area Code**
Dial 8 + 1 + area code + seven-digit number

International Calls**
Dial 8 + 011 + country code + city code (if needed) + telephone number

Campus Information*
1. Access campus line
2. Dial 33

Local and Long-Distance Directory**
1. Access campus line
2. Dial 8 + 411

Local Operator (Verizon)*
1. Access campus line
2. Dial 234

Long-Distance Operator/International Directory*
1. Access campus line
2. Dial 230

Call Forward
Activate Call Forward
1. Access campus line; listen for dial tone
2. Press *42 to activate Call Forward feature; listen for special dial tone
3. Enter number to which calls are to be forwarded; listen for confirmation tone
4. Hang up

Deactivate Call Forward
1. Access campus line; listen for dial tone
2. Press *43 to deactivate Call Forward feature; listen for confirmation tone
3. Hang up

Call Waiting
Answer a Waiting Call
1. Press switchhook once momentarily, then release
2. Converse with the new caller
3. To return to original call or to toggle between calls, repeat steps 1 and 2

Temporarily Deactivate Call Waiting
1. Access campus line; listen for dial tone
2. Press *99 to deactivate Call Waiting feature; listen for confirmation tone, then dial tone
3. Proceed with applicable dialing instructions
4. After call is completed, Call Waiting will automatically reactivate

Speed Calling
Program Speed Calling List
1. Access campus line; listen for dial tone
2. Press #2 to program list; listen for special dial tone
3. Enter one-digit Speed Calling code (0-9)
4. Enter telephone number to be stored; include 8 for off campus speed calling
5. Press # to store information; listen for confirmation tone
6. Hang up
7. Repeat steps 1 through 6 for each code to be programmed
8. To change a number in the list, program a new number over an existing one
9. To delete a number, follow steps 1 through 3; press # and hang up

Use Speed Calling List
1. Access campus line; listen for dial tone
2. Press *40 or #3 to access list
3. Enter one-digit Speed Calling code (0-9) for the number to be dialed

Three-Way Conference
1. Place or receive initial call
2. Press switchhook once momentarily and then release, listen for special dial tone
3. Dial the third party’s number (follow appropriate dialing instructions)
4. Wait for third party to answer, then announce conference call
5. Press switchhook again, then release; Three-Way Conference call is established

*Must subscribe to restricted or unrestricted line service
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