

# SRU Dialing Instructions

## On-Campus Calls

Internal calls are made by dialing the 4 digit extension number.

## Local Calls

Local calls are made by dialing 9 then the area code, then phone number. (If the number is a long distance or a toll call, you will be prompted that the call is not authorized.) Hang up and follow the new long distance procedures below.

## Long Distance and Toll Calls

Long distance calls are made by dialing 8 followed by your authorization code, then the area code, then the phone number. **Do Not Dial "1"**. Please note that your **authorization code number is now seven digits starting with a 0 (zero)**

**Information Calls** are made by dialing 8 then your authorization code, then 411.

**Fax Calls:** On-campus, dial the 4 digits; for any off-campus fax, dial 9 then the area code, then the phone number.

## Voice Mail and Password

You must set up your new voice mail box in order to receive voice mail. Dial "3000" from your new phone and follow the prompts. Your temporary password is 0000.

The first time you access voice mail you will be prompted to record your greetings and change your password.

## Off Campus Voice Mail Access

To access your voice mail from off campus you dial 724-738-3000.