

# Telephone Dialing Procedures and Rates

## To Dial Campus Operator

- Dial "0" or ext. 5000 for the automated operator. On-campus operators are available from 8:00am until 4:15pm, Monday - Friday.

## To Call On-Campus (Faculty, Staff and Students)

- Dial the last four digits of the telephone number
- XXXX

## To Call Off-Campus (Faculty, Staff and Students) - Local Calling Exchanges

- Dial 9, plus the telephone number
- 9+XXX-XXXX
- The following is a list of Off-Campus numbers within the 585 area code for which there is no charge:
  - 200, 202, 203, 204, 208, 210, 213, 214, 215, 216, 217, 218, 220, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 298, 299, 301, 302, 303, 305, 306, 308, 309, 310, 313, 314, 315, 317, 319, 320, 321, 323, 324, 325, 327, 328, 329, 330, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 358, 359, 360, 361, 362, 363, 364, 366, 367, 368, 369, 370, 371, 374, 377, 381, 382, 383, 384, 387, 388, 389, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 402, 406, 410, 412, 413, 414, 415, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 431, 432, 433, 434, 435, 436, 438, 441, 442, 443, 444, 445, 446, 447, 448, 451, 452, 453, 454, 455, 456, 458, 461, 462, 463, 464, 465, 467, 468, 469, 471, 472, 473, 474, 475, 476, 477, 478, 481, 482, 484, 486, 487, 488, 489, 490, 493, 494, 495, 497, 500, 502, 503, 506, 507, 509, 512, 519, 520, 521, 525, 526, 527, 528, 529, 530, 531, 534, 533, 538, 544, 545, 546, 554, 558, 563, 568, 571, 572, 576, 581, 584, 586, 588, 594, 598, 600, 612, 613, 615, 617, 621, 622, 623, 624, 625, 627, 632, 633, 635, 636, 637, 641, 642, 643, 645, 647, 654, 657, 658, 662, 663, 666, 669, 670, 671, 672, 678, 683, 690, 694, 697, 698, 703, 704, 705, 709, 713, 719, 720, 721, 722, 723, 724, 726, 727, 728, 729, 730, 732, 733, 734, 737, 738, 739, 742, 743, 746, 747, 748, 749, 750, 752, 753, 754, 755, 756, 758, 760, 763, 764, 766, 768, 770, 771, 773, 775, 777, 781, 783, 784, 785, 786, 787, 789, 794, 797, 802, 820, 831, 851, 857, 865, 869, 872, 880, 883, 888, 889, 899, 905, 919, 921, 922, 924, 935, 936, 939, 943, 944, 953, 955, 957, 966, 967, 969, 974, 975, 978, 986, 987, and 991.

## To Call Long Distance Within the 585 Area Code (Faculty and Staff Only)

- Dial 9, plus telephone number
- 9+XXX-XXXX
- Rate is 4.9¢ per minute

## To Call Long Distance Outside the 585 Area Code (Faculty and Staff Only)

- Dial 9, plus 1, plus area code, plus telephone number
- 9+1+Area Code+XXX-XXXX
- Rate is 4.9¢ per minute

## To Call "800" Toll Free Numbers (Faculty, Staff and Students)

- Dial 9, plus 1, plus 8XX number
- 9+1+8XX-XXX-XXXX

## To Use Long Distance Calling Cards (Faculty, Staff and Students)

- Dial 9, plus 1, plus 800 number designated for specific carrier, plus calling card number
- 9+1+8XX-XXX-XXXX+Calling Card Number

## Local Off-Campus Operator (Faculty and Staff only)

- Dial 9, plus 0
- 9+0

## Off-Campus Directory Assistance (Faculty and Staff Only)

- Dial 9, plus 1, plus Area Code, plus 555-1212
- 9+1+Area Code+555-1212

## International Calls (Faculty and Staff Only)



Not all campus phones are enabled with International Calling capability, please contact the CIT HelpDesk if you require this service.

- Dial 9, plus 0, plus 1, plus 1, plus country code, plus city code, plus telephone number
- 9+0+1+1+Country Code+City Code+XXX-XXXX

## Other telephone resources

- [Activating Your Voicemail via Your Phone](#)
- [Call Handler: How to Manage](#)
- [Cisco IP Phone Functions](#)
- [Conference Bridge Services](#)
- [Customizing Your Voicemail](#)
- [Department Phone Bill Review](#)
- [Student AT&T Cellular Discount Program](#)
- [Telephone Dialing Procedures and Rates](#)
- [Voicemail: General Information](#)
- [Voicemail: How to Activate](#)
- [Voicemail: How to Change Greetings](#)
- [Voicemail: How to Listen to Messages](#)
- [Voicemail: Locked out](#)
- [Voicemail: Sending Voicemail Messages to Email](#)
- [Voicemail: Web Interface](#)

## More Help

For questions, contact the CIT HelpDesk by calling (585) 245-5588, or visiting our [online service desk](#).