



Directions for Telephone Calls & Fax Usage

LONG DISTANCE CALLS:

Long distance calls can be made from any phone on campus as long as a SCAN authorization number has been assigned to you. To access a long-distance line, dial the following numbers in the correct order:

8 - Area Code - Phone Number - Seven Digit SCAN Number

800 CALLS:

To make an **800** phone call, dial the following numbers in the correct order:

8 - 1 - 800 - XXX -XXXX

FAX MACHINES:

Local Fax transactions dial:

8 - Phone Number

Long Distance Fax transactions dial:

8 - 1 - Area Code - Phone Number - # - Seven Digit SCAN Number