



LONG DISTANCE DIALING PROCEDURES

The attached card contains your long distance access authorization code, which is to be used for business calls only. This authorization code has been issued to you alone, and for security reasons, it must ONLY be used by you. Once the number has been memorized, this card should be kept in a secure place. This authorization code allows you to make long distance calls from any extension on campus and produces a long distance bill, tracking all calls to this code. Each department has one designated individual who reviews these phone charges each month.

All cards in your possession must be turned into the Cashier's Office at the end of your employment at EOU. It is not permissible to transfer this authorization code into anyone else's name. However, if you transfer to a new department on campus and wish to keep your long distance code, please contact the Cashier's Office to arrange for your authorization code to be transferred to your new billing index.

All authorization codes issued to student employees will be cancelled at the end of Spring term, unless employed during the summer months.

All authorization codes that are not used at least once each year are cancelled and, if necessary, a new one can be issued to replace it. If you find that your authorization code is not working, or if your card is lost or stolen, please email the Cashier's Office for a new card.

INSTRUCTIONS FOR DIALING LONG DISTANCE USING YOUR CODE:

(As noted on the back of your card)

Dial 9 + 1 + Area Code + Number - wait for recall dial tone

(A recall dial tone is three beeps followed by a dial tone)

Dial authorization code number

After dialing the seven-digit authorization code, the call will then be placed by the phone system.

If you hear music, DO NOT HANG UP. This means you are in the queue for the next available line. In most cases, you will not wait more than 60 seconds before the call will be placed.

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

To place toll-free Area Code 800 calls from any campus phone that has local calling access, dial:

9 + 1 + 800 + Number
