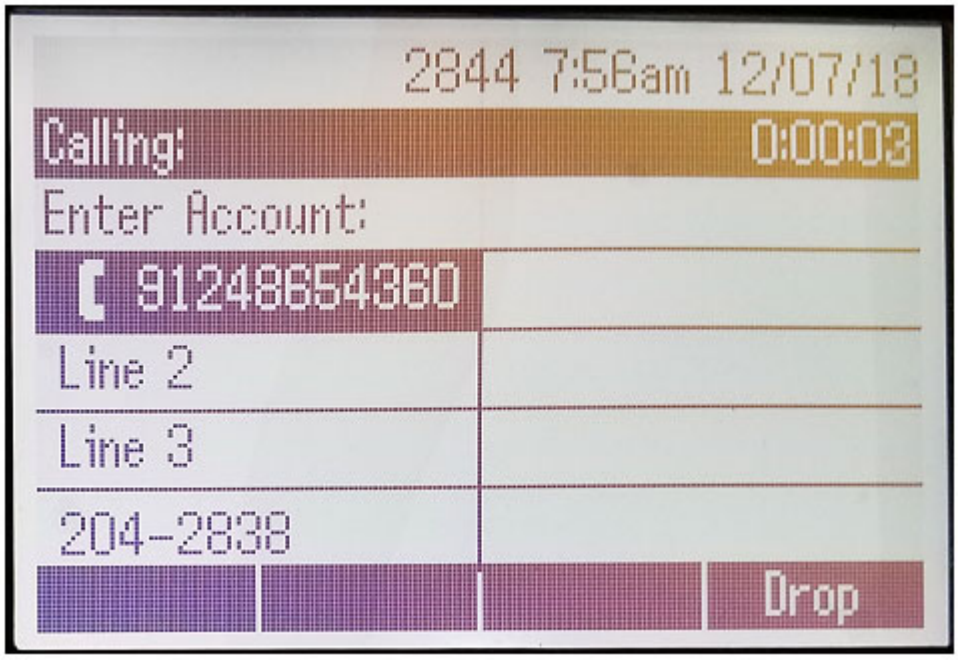
Long Distance Calling

To make an off-campus call, you will need to dial ‘9’ to get an outside line.

If you are making a call that the system recognizes as a toll or long distance call, you will need to use a long distance telephone code. This is a four or five digit code assigned by IT Services. Existing codes from the previous phone system remain the same for the new phones. Normally, you will not be required to use a long distance code to make a call to the 248, 313, 586, 947, and 734 area codes.

To make a call with a long distance code, first dial the number as usual: 9 + 1 + ten digit number. If the number requires a code, there will be an audible tone to prompt the dialer to enter their code. Anyone with the 9608G model will also see this menu prompt asking for an Account (a.k.a. your code):



Anyone with the smaller J129 phones will just hear the audible tone. At this point, enter your code and press #. The call will then proceed. Do not enter “16” prior to entering your code like in the old system.

When making an international call you must also enter the universal international code of 011. After dialing ‘9’ for an outside line, enter the 011 code, followed by the number.