

Using the Telephone

Receiving a Call

Off campus callers can call any campus extension phone directly by dialing (903) 813-nnnn.

Placing a Call

On Campus:	Dial the four-digit extension number.
Campus Police:	Dial 2555
Emergency:	Dial 911 for the Sherman Police Department. If you dial 911 accidentally, stay on the line and let the Sherman Police know the call was dialed by mistake.
Campus Operator:	Dial 0 (zero) from on-campus, (903) 813-2000 from off-campus
Local:	9 + 903 + 7 digit number
Toll Free numbers:	9 + 1 + 8nn + 7 digit number (Includes 800, 866, 877, 888)

Long Distance

An authorization code is required for all long distance calls including Directory Assistance.

- Long Distance: Dial 9 + 1 + area code + 7 digit number – enter AuthCode at tone
- International: Dial 9 + 011 + country code + city code + number - enter AuthCode at tone

Authorization Codes

- Authorization codes are for faculty and staff to make long distance calls for Austin College business.
- Authorization codes are issued by request from the department head for the employee.
- Authorization Codes can be assigned to projects, grants, department account numbers, etc. so calls can be billed and tracked separately.
- Authorization Codes can be used from any phone on campus.
- Each user will be responsible for any personal calls according to each department's policy.

Directory Assistance

- Dial 9 + 1 + area code + 555-1212 - enter AuthCode at tone (Local area code is 903)
- Free online directory assistance is available on the Internet. Use the free online service instead of paying for the traditional method of calling "information".
 - <http://www.switchboard.com>
 - <http://www.anywho.com>
 - <http://www.free411.com> or Free directory assistance 1-800-free411 (1-800-373-3411)