

GENERAL TELEPHONE DIALING INSTRUCTIONS

Dialing Instructions

Incoming Calls:

The Health Science Center utilizes direct inward dialing to help expedite outside callers in reaching faculty and staff. Direct Inward Dialing gives the outside caller the ability to call an internal number without having to pass through an operator or attendant.

1. Give callers within the HSC your four (4) digit station number.
2. Give callers outside the HSC your full seven (7) digit telephone number plus our area code: (713) 500-XXXX.
3. Individuals that utilize automated attendants should remember to give their callers the station number to dial along with the number for their automated attendant to expedite receipt of incoming calls.

Outgoing Calls

1. For telephone numbers within the HSC that begin with the "500" prefix just dial the four (4) digit station number (e.g. 2269)
2. For all other telephone numbers within the local calling area DIAL *9 then the area code (713, 281 or 832) then the seven (7) digit telephone number.

Long Distance Calls

1. For long distance numbers DIAL *9 + 1 + (area code) + seven (7) digit number (e.g. *9-1-972-844-4444). Wait for the tone and then enter your six (6) digit authorization code.
2. For international long distance calls DIAL *9 + 011 +the country code + the city code + the local telephone number.
3. For long distance calls using any toll free number (800, 866, 877 or 888) DIAL *9 + 1 + toll free area code + 7 digit telephone number.
4. For making personal long distance calls using a long distance calling card from AT&T, Sprint or MCI dial the appropriate 800 number listed below and then follow your long distance carrier's dialing instructions.

- **AT&T** **1-800-321-0288**
- **MCI** **1-800-950-1022**
- **SPRINT** **1-800-877-8000**

EMERGENCY DIALINGDIAL *9 + 911