

Dialing Instructions on Macomb Campus

LOCAL CALLS

CAMPUS NUMBERS (298) Prefix: Dial the last five digits of the telephone number, 8-XXXX.

CAMPUS INFORMATION: Dial Zero.

CELLULAR NUMBERS: Dial 7, then dial the seven digit number if the cellular is a local prefix. If not, follow the dialing instructions for long distance.

LOCAL PREFIXES: The following telephone prefixes in the 309 area code can now be called toll free from the WIU Macomb campus by dialing 7 + the seven digit telephone number. Macomb – 209, 252, 255, 259, 295, 313, 318, 331, 333, 421, 544, 575, 588, 731, 833, 836, 837, 864, Adair – 653, Bardolph – 769, Blandinsville – 652, Bushnell – 237, 569, 772, Colchester – 776, Good Hope – 456, Industry – 254 Swan Creek – 774.

TOLL FREE NUMBERS: Dial 7, then dial 800/844/855/866/877/888 and the desired number. A long distance authorization code is not required.

LONG DISTANCE

USING AUTHORIZATION CODE:

ANALOG/NORSTAR/CISCO VOIP TELEPHONES: Dial 1, wait for dial tone, dial your authorization code, wait for second dial tone, then dial the area code, and all seven numbers.

SANGOMA VOIP TELEPHONES Dial 1, plus area code and seven digits of telephone number, press #, enter password (authorization code) when prompted.

USING CALLING CARDS:

AT&T calling card holders will need to dial: 7-800-CALLATT when on campus.

All other calling card holders will need to dial 7-8xx-(your company's access code).

COLLECT CALLS: Dial 7-0 and wait for the prompts to complete your call.

900 CALLS: 900 calls are restricted from WIU telephones. Some 900 companies now have 800 numbers associated with their companies. There is a charge for 800 numbers that are associated with 900 numbers.

DIRECTORY ASSISTANCE

MACOMB NUMBERS: Dial 1, wait for dial tone, dial your authorization code, wait for a second dial tone, dial 411. There is a charge of 75¢ each time this service is used.

FOR ALL OTHER AREAS: Dial 1, wait for dial tone, then dial your authorization code, wait for a second dial tone, then dial the area code, plus 555-1212. There is a charge of 75¢ each time this service is used.

WITH A CREDIT CARD: Dial 7, then dial 0, then wait for the prompts.

INTERNATIONAL CALLS

WITH A WESTEL AUTHORIZATION CODE: To call a direct dial country, dial 1, wait for dial tone, then dial your WESTEL authorization code, wait for a second dial tone and then dial 011, plus the country code and the number.

INTERNATIONAL CALLS WITH A CREDIT CARD: Dial 7, then dial 0, wait for the prompts.

REPAIR SERVICE

ADMINISTRATIVE OFFICES: Call 298-2713.

RESIDENCE HALLS: Contact your Main Desk for a WIU test telephone. If the same problem occurs, please report problem to Hall Clerk. The Hall Clerk will call 298-2713 to report the information. Failure to follow procedures outlined could result in a University Technology - Telecommunication service call, minimum \$60 charge.

GRADUATE & FAMILY HOUSING: Contact your apartment manager for a WIU test telephone. If the same problem occurs report your problem to the apartment manager. The apartment manager will call 298-2713 to report the information. Failure to follow procedures outlined could result in a University Technology - Telecommunications service call, minimum \$60 charge.