

Ball State University

Instructions for placing calls to off campus numbers.

On-Campus Calling: To call an on-campus faculty, staff, or administrative number, dial the five-digit extension number. For example: Telephone Services-5-8417

Local Off-Campus Calling: To call a local off-campus number from a campus telephone, dial 9 plus the seven-digit local number.

Long Distance—University Business: Within U.S: To place a long-distance call from a campus telephone: Dial 91 plus the area code and the number. When you hear three short tones, dial your university business authorization code and wait for the called party to respond.

International: To place an international long-distance call from a campus telephone: Dial 9011 plus the country code, city code, and the phone number. When you hear three short tones, dial your university business authorization code and wait for the called party to respond.