

**Campus Dialing :**

Dial 4 digit extension

**Local Calls :**

Dial 9 + seven digit number

**Toll Free Calls :**

Dial 9 + 1+ 800,866 etc + number

**LongDistance Dialing :**

Dial 71 + 1 + area code + number + long distance code

**Voicemail :**

Press Phonemail button

Type password + #

Go through the prompts to change settings

**Any specific questions? Call The Physical Plant Office at 616-632-2102**