How to Use the Campus Telephone System

If You Are On Campus and Want To:

1. Call Another Campus Station.
   Simply enter the last four digits of any listed 978-0000 number or any listed four-digit number.

2. Call a Local Off-Campus Number.
   Dial “9” and listen for a second dial tone. Then dial the local seven-digit number.
   If your station is restricted from calling off campus, you will hear a fast busy signal.

3. Call Long Distance, Direct Dial.
   Dial “9” and listen for a second dial tone. Then dial “1,” the area code, and the seven-digit number.
   After you hear three “beeps” followed by the dial tone, you must enter your PIN number to be able to complete the call.
   The University phone system will route your call via WATS or the KANS-A-N network, whichever is the least expensive service at the time.
   The call will be billed to your station extension number or pin number.

4. Call Long Distance, Person to Person, or Collect.
   Dial “9” and listen for a second dial tone. Then:
   For calls within your long-distance service area, dial “0” plus the seven-digit number.
   For calls outside your long-distance service area, dial “00,” the area code, and the seven-digit number.
   When the operator comes on line, give the type of call you are making and the call details.

5. Make an International Call.
   Dial direct international codes by first dialing the off-campus code “9”; then dial “011,” the country code, the city code, and then the local number.
   For countries that cannot be dialed direct, you must place the call through an international operator. Dial “9,” then “01.”

If You Get a Fast Busy Signal Upon Dialing:
1. You have made a mistake in dialing or
2. You have reached a non-working number or
3. You have tried to use a feature unavailable on your phone or
4. All outgoing lines are busy.

If Your Phone Requires Repairs:
Dial the University operator (“0”) from 8 a.m. to 5 p.m. and provide your name, extension number, location, and information about the problem.

If you wish to request telephone or voicemail service, Ethernet connections, or pin card/calling card requests, please use the on-line service request form at www.wichita.edu/online/ucats.