

# **Dialing Instructions**

## **Calling other CSU Phone Extensions**

The term "extension" at CSU means the last four digits of the telephone number. Staff/Faculty CSU telephone numbers follow the scheme of 678-466-XXXX (extension XXXX). For example, to call Financial Aid (678-466-XXXX) from your campus phone, you would dial XXXX.

## **Local Calls**

To call a local number, dial 9 (for off-campus access) and the local ten-digit number that you want to reach. For example, 9+Area Code+Listed Number.

## **Domestic National Long-Distance Calls**

To call a number in the United States, dial 9+1+Area Code+Listed Number+AUTH CODE NUMBER. For example, to reach a number in Seattle, Washington, dial 9-1-206-XXX-XXXX.

## **International Long-Distance Calls**

To call a number outside of the United States, dial 9+011+Country Code+City Code+Listed Number+AUTH CODE NUMBER. If you are experiencing difficulty placing an international call, please contact your supervisor to insure you have International access.