



## ***Long Distance Code Usage***

Username:

Authorization Code:

Username: Your telephone extension will be modified to require a authorization code within 24-36 hours of this notice, if it does not already.

### **Dialing from your regular phone**

Dial: 9 +1 +Area Code + Number (three (3) beeps) + Authorization Code  
The exchanges below will NOT require this. Everything else will.

### **Dialing from your office Fax**

Fax services will require an authorization code for Long Distance. Most fax machines have a "pause" button that allows for digits to be dialed after a short delay during the normal dialing sequence.

Dial: 9 +1 +Area Code + Number + PAUSE Button + Authorization Code

### **Dialing from your office Fax without code showing on reports**

For those persons that do not want to have their Authorization code printed on the Confirmation sheet and Activity Logs. Please do the following to dial a Long Distance call:

1. Press HOOK\* (you should now hear a dial tone).
2. Dial 9 +1 +Area Code + Number – You should Hear the three (3) beeps requesting authorization code
3. Enter Code

While remote station is ringing, press the **START** button. This should set the fax machine to send the document(s) when the remote side has answered.

One person in each office where the fax machine is resides, will have a training session before the respective fax machine has been locked down.

The exchanges below will NOT require this.

### **Local 810-762 and 810-232 Exchanges (Main Campus)**

204	233	239	251	282	347	389	407
210	234	240	252	287	348	390	410
213	235	241	257	290	368	391	422
223	236	244	265	301	373	394	423
230	237	249	275	341	374	396	424
232	238	250	280	342	379	397	429

433	564	616	653	715	766	836	931
444	569	618	654	720	767	845	936
449	577	621	655	730	768	853	938
458	579	624	658	732	780	866	952
471	584	625	659	733	785	867	953
487	591	628	661	735	787	869	955
496	593	629	670	736	789	874	957
503	597	630	686	742	812	875	962
513	600	631	687	743	813	877	963
515	603	635	691	744	814	885	964
516	605	636	694	745	820	908	965
519	606	640	695	750	828	910	972
528	610	644	701	760	833	919	
547	611	652	714	762	835	922	

**Local 810-667 Exchanges** (Lapeer Extension)

245	338	452	548	658	706	797	934
253	356	478	614	660	721	828	969
267	358	503	627	664	724	834	973
272	375	521	652	667	728	842	
277	417	538	653	678	790	882	
315	441	542	654	683	793	895	
332	448	545	656	688	796	897	

**Local 517 Exchanges** (Livingston Regional M-TEC)

517	223	517	540	517	804	810	209	810	333	810	588	810	702	810	900
517	292	517	545	517	806	810	220	810	355	810	593	810	714	810	903
517	294	517	546	517	861	810	222	810	370	810	595	810	735	810	923
517	304	517	548	517	915	810	224	810	373	810	599	810	745	810	936
517	338	517	552	517	947	810	225	810	390	810	616	810	746	810	957
517	375	517	571	517	982	810	227	810	433	810	623	810	750	810	986
517	376	517	579	734	688	810	229	810	458	810	626	810	772	810	991
517	404	517	586	734	873	810	231	810	494	810	629	810	800		
517	476	517	602	734	878	810	266	810	519	810	632	810	844		
517	491	517	618	734	954	810	299	810	522	810	680	810	852		
517	518	517	672	734	970	810	312	810	534	810	692	810	885		

If you have any questions concerning this or the phone system, please call Jared at extension 20545. You can also place a service ticket with the Help Desk at extension 2-Help (2-4357).

Note:  
Please use 5-digit dialing whenever possible.

\* Most Canon Fax Machines use HOOK - HP Laserjet 3200's use the START button - Still others may have other labeled buttons.