

Dialing Protocols

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Telephone calls will be coming direct to your extension, bypassing the university operator. Furnish off campus callers with seven (7) digit number (864) 294 + your four digit number. Internally, your four-digit extension serves as your number.

If you need assistance in placing calls

Dial "0" for attendant

For inter-office calls

Consult campus directory for extension number

Dial desired extension number (four digits only)

To make a local call

Dial "9"

Dial desired number

Long Distance Calling

To make business-related long distance calls at Furman, you must first obtain a six-digit authorization code from Computing & Information Services Office in Montague Village. This code should be used exclusively for business related calls. Each budget unit head will receive a monthly itemized billing of calls made with codes within the respective departments. If any calls appear on your bill which were not made for official university business, you must pay the university cashier for these calls. Payments should include the tear-off portion of your monthly statement.

Local Numbers

Dial 9 plus the 7-digit number

All other numbers in area code 864 (except directory assistance)

Dial 9 +1 +864 followed by the 7-digit number (There is no charge for these calls.)

Toll-free numbers (including calling card access numbers)

Dial 9 +1 followed by the 10-digit number

For numbers in the North American dialing plan:

Dial 8 followed by the 10-digit number. Wait for the tone, and then enter your 6-digit authorization code.

For international calls:

Dial 8 +011 +country code +city code followed by the number. Wait for the tone, and then enter your 6-digit authorization code.