

UNIVERSITY CALLING PROTOCOLS



CALLING LONG DISTANCE NUMBERS



Domestic Long Distance

9 + 1 + 3-digit area code + 7-digit Number

Ex: 9-1-401-XXX-XXXX



International Long Distance

9 + 011 + Country Code + City Code (if applicable) + phone number

Ex: 9-011-55-21-XXX-XXXX

CALLING UNIVERSITY NUMBERS



Five Digit Dialing

The university utilizes five-digit dialing when placing calls from one university telephone to another– use 2, 3, 4, 5, 6, 7 or 8 + last 4 digits

Ex: 2XXXX



CALLING LOCAL NUMBERS

current

614 Area Code

9 + 7-digit Number

Ex: 9-XXX-XXXX

Local 740 Area Code

9 + 1 + 740 + 7-digit Number

Ex: 9-1-740-XXX-XXXX

future

614, 740 or 380 Area Code

9 + 3-digit area code + 7-digit Number

Ex: 9-614-XXX-XXXX

9-740-XXX-XXXX

9-380-XXX-XXXX

** Note: not all 740 numbers are considered local (see domestic long distance)*



AUTHORIZATION CODE DIALING INSTRUCTIONS

Calling **Domestic** LD from Campus (Columbus and Regional) Phones:



1. Dial 1, wait for the beeps
2. Enter 6-digit Authorization Code, wait for tone
3. Dial the 10-digit number

Calling **International** LD from Campus (Columbus and Regional) Phones:



1. Dial 1, wait for the beeps
2. Enter 6-digit Authorization Code, wait for tone
3. Dial 011 + Country Code + City Code (if applicable) + phone number



THE OHIO STATE UNIVERSITY

Office of the

Chief Information Officer