TELEPHONE CALLING PROCEDURES

Local On-Campus Calling
To dial a call within the University:

1. Dial the last 5 digits of the telephone number
2. Example: John Smith 692-1234, dial 21234

Local Off-Campus Calling
To dial a local call from an unrestricted campus telephone:

1. Press [9].
2. Dial area code and seven-digit number.

UW Alternative Toll Service (UWATS)
Campus UWATS

- To call a long distance number
- To call an international number
- To send a long distance fax
- To send an international fax

Communication Technologies provides long distance telephone service to campus departments and offices, through the UWATS long distance system. This system provides detailed call accounting to user departments, and long distance toll savings to the University.

To use UWATS from campus, you must have an unrestricted or semi-restricted telephone, as well as a UWATS authorization code. (Please note that University operators are not able to connect UWATS or other long distance calls for people calling from restricted phones.) Use of the University's long distance system is for official University business only. Other long distance options made available to the University community by Communication Technologies include the Regional Calling Service (RCS) and Direct Dial Long Distance.

To call a long distance number (US and Canada):

1. Dial 77.
2. Listen for dial tone.
3. Dial 1 + Area Code + 7-digit number.
4. Listen for progress tone.
5. Dial UWATS authorization code.
To call an international number:

1. Dial 77.
2. Listen for dial tone.
3. Dial 011 + Country Code + City Code (omit 0 if first digit) + Number.
4. Dial [#] unless country code, city code, and local number total 15 or more digits.
5. Listen for progress tone.
6. Dial UWATS authorization code.

To send a long distance fax (US and Canada):

1. Dial 77.
2. Program a single pause.
3. Dial 1 + Area Code + 7-Digit Number.
4. Program a single pause.
5. Dial UWATS authorization code.
6. Press FAX or SEND.

To send an international fax:

1. Dial 77.
2. Program a single pause.
3. Dial 011 + Country Code + City Code (omit 0 if first digit) + Number.
4. Press [#] unless country code, city code, and local number total 15 or more digits.
5. Program a single pause.
6. Dial UWATS authorization code.
7. Press FAX or SEND.