

**FACULTY AND STAFF  
DIALING INSTRUCTIONS**

TYPE OF CALL	DIAL
<b>Emergency</b>	911
<b>Non-emergency assistance</b>	Extension 3-4357
<p><b>Internal</b></p> <p>Faculty/Staff telephone numbers begin with 703-993</p> <p>Residence Hall telephone numbers begin with 703-387</p>	<p>Last 5-digits of telephone number</p> <p>Example: 703-993-1234 = 31234</p> <p>Example: 703-387-1234 = 71234</p>
<p><b>Local*</b></p> <p>Area Code 202      Washington, D.C. Area Code 703, 571   Virginia Area Code 301      Maryland</p>	<p>9 + 10-digit telephone number</p> <p>Check Verizon telephone directory for listing of <i>local</i> exchanges.</p>
<b>Toll Free*</b>	9 + 1 + 10-digit telephone number
<b>Extended Area*</b>	<p>9 + 10-digit telephone number</p> <p>Check Verizon telephone directory for listing of <i>extended area</i> exchanges.</p>
<b>Domestic Long Distance*</b>	9 + 1 + 10-digit telephone number
<p><b>International*</b></p> <p>Country Code only</p> <p>Country Code + City Code</p> <p>To call the United States from an international country</p>	<p>9 + 011 + Country Code + telephone number</p> <p>9 + 011 + Country Code + City Code + telephone number</p> <p>Dial 001 + area code + 7-digit telephone number</p>
<b>*Please note:</b>	<p>If you are unable to complete a call it is possible your phone does not have the capability to place certain types of calls. Contact your department's <a href="#">Telecom Coordinator</a> to determine the calling capability of your telephone.</p>