

PHONE

TO BEGIN USE:

- Pick up phone receiver
 - Dial tone will be heard
- Begin to dial
 - ◆ *For Off Campus Numbers: Dial **8 + NUMBER***
Ex. To reach (860) 870-5555, dial 8 + 870-5555
 - ◆ *For On Campus Numbers: Dial **LAST 4 DIGITS OF NUMBER***
Ex. To reach 570-5555, dial 5555
- When call is completed, hang up receiver to disconnect the call

*** PHONE NUMBER IN CLASSROOM: (860) 570- 5038**