



Preparing for 10-Digit Dial Mandate

How To: Dial a Number Using your Desk Telephone

As part of the 10-Digit Dial Mandate, effective October 24, 2021, dialing will change.

- **Internal Calls:**

Dial the 10 digit telephone number (*area code + prefix + four digits*)

- **Within Area Code Calls:**

Dial the 10 digit telephone number (*area code + prefix + four digits*)

- **Outside Area Code Calls:**

Dial the 10 digit telephone number (*area code + prefix + four digits*)

- **International:**

Dial 011 followed by the rest of the number

- **Emergency:**

Dial 911

***** With the state UC desk phone, you are limited to the amount of time to dial. Suggestion is to leave the handset in the cradle, dial the full 10 digit number and then pick up the handset or press speaker.**