**Campus Dialing**

To accommodate growth and allow for more phone lines, all campus-to-campus internal dialing, will change from the last four digits of a phone number to the last five digits on Aug. 4, 2023.

**Internal Phone Calls**

**Step-by-step guide**

To complete a call from an internal campus line to an internal campus line:

1. Dial the last five digits of the phone number. For example:
   a. A Boone number, 828-262-6266 will be internally dialed as x26266
   b. A Hickory number, 828-827-1234 will be internally dialed as x71234

2. If you dial the last four digits by mistake, your call will not be completed.

3. This will not affect external dialing or faxing since those processes use the phone number in full.

**External Phone Calls**

**Step-by-step guide**

1. Dial the number 9. This will allow you to dial outside of campus.

2. Then dial a 1 if calling long distance (outside of 828) and the complete number.
   a. Example: 1-919-913-1234

3. Or if dialing a local call, dial the phone number minus the area code.
   a. Example: 268-1234

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