

# Campus Telephone Service Dialing

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Please read the instructions below for dialing from phones on the campus telephone system. Campus telephone numbers are provided and may be changed by Hobart and William Smith Colleges.

**On-Campus Emergency:** Dial 3333

**On-Campus Calls:** Dial 4-digit extension

**Local Calls:** Dial 9 + 7-digit phone number

Local calls include those from Geneva (exchanges 230, 781, 787, 789, 281, 523, 620, 719, and 828) to the following exchanges:

- Geneva (all the above exchanges)
- Phelps 548
- MacDougall 585
- Waterloo 539

**Accessing Voicemail:** Dial 3113 (on campus) or (315) 781-3113 (off campus)

Voicemail operation instructions are available at

<http://web.hws.edu/administration/itservices/training.asp>.

**Operator-Assisted/Calling Card Calls/Credit Cards/Collect or Third-party Calling:** dial 9 + 1 + the toll free number of your carrier and follow instructions or wait for the operator.