MORNINGSIDE COLLEGE TELEPHONE CALLING INSTRUCTIONS

EMERGENCY: Dial **"911"** for Sioux City Police – no 8 or 9 is necessary.

Campus Security: 5234
Campus Operator: 0
On-campus calls: 3xxx (students) or 5xxx (faculty & staff).
Local off-campus calls: **9** + seven digit phone number.
Change telephone service or repair: 5182 – Switchboard Operator

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DIALING CAMPUS NUMBERS FROM OFF-CAMPUS:
- **STUDENTS** use prefix "222"
- **FACULTY & STAFF** use prefix "274-5xxx."

LONG DISTANCE: 8 + 1 + area code + number.
- **Long distance for restricted phones: 8** + 1 + area code + number + seven digit authorization code. (Contact the switchboard receptionist to obtain an authorization code if your phone is restricted from direct dial long distance access.)
- **Long distance with personal calling card:** Follow instructions on individual calling card. It is usually necessary to dial **9** + a toll free "800" number to access the long distance carrier and then follow the voice prompts offered by the carrier.

INTERNATIONAL
International calls: 8 + 011 + country code + city code + number.
International calls for restricted phones: 8 + 011 + country code + city code + number, wait for tone and then enter authorization code.

TOLL FREE NUMBERS: **9** + 1 + **8xx**-xxx-xxxx (no authorization code).

DIRECTORY ASSISTANCE
- **(local and long distance)**: **8** + 1 + area code + 555-1212.
- **for restricted phones: 8** + 1 + area code + 555-1212 + authorization code.

Please adhere to the college's dialing pattern of dialing **"8"** preceding long distance calls, and **"9"** preceding local calls. Calls may not be completed or billed correctly if not dialed in this manner. All Morningside College telephone numbers are restricted from receiving collect calls or from charging a call through the operator to a college number. "900" calls are also restricted from college telephones.

Do not unplug your phone as it may go out of service. If this happens, call 5182 for repair.

If you have any other questions or concerns, please contact extn. 5182.