

## Common Dialing Instructions

Article Number: 720 | Last Updated: Wed, Mar 18, 2020 at 8:09 AM

The following article documents common dialing instructions, including 5-digit Dialing Across UBC, Toll-free calls to Greater Vancouver, Long Distance Dialing, Accessing Your Mailbox, and more.

### Process Details:

## 5-digit Dialing Across UBC

5-digit dialing is enabled across all UBC campuses. This means not only can you reach your colleagues in Kelowna using their 5-digit locals, but you can also correspond with UBC Vancouver without incurring long distance charges.

- Dial the last five digits of the campus phone number you're trying to reach

## Toll-free Calls to Greater Vancouver

You may also call phone numbers within the Lower Mainland (area code 604 ,778, or 236) without incurring long distance charges.

- Dial 8 + 1 + area code + phone number

## Long Distance Dialing

You can make long distance call using the following instructions:

- Calling North America dial \*3 + LD PIN code + # + 8 + 1 + area code + phone number
- Calling Internationally dial \*3 + LD PIN code + # + 8 + 011 + country code + city code + phone number

## Accessing Your Voice Mailbox

### On Campus (from your telephone)

1. Dial **78455**
2. Enter your passcode when prompted  
If accessing mailbox for the first time the default passcode is 123654

### On Campus (from another telephone)

1. Dial **78454**
2. Enter your **local** when prompted
3. When you hear your greeting, press\* and then you will be prompted for your passcode

### Off Campus

- Dial 250-807-**8454**
- **Enter your local when prompted**
- When you hear your greeting, press\* and then you will be prompted for your passcode

To access your voicemail toll-free in North America dial 866-835-8979.

- **Enter your local when prompted**
- When you hear your greeting, press\* and then you will be prompted for your passcode

## Transferring a Call

To transfer a call directly to a voicemail box:

1. Press **Transfer** key and dial 78454
2. Enter local when prompted and release

## Conference Call Procedures

- [Using Your Office Phone](#)
- [Using a Wireless Conference Phone](#)

For more information on conference calling, visit our [Conference Calling](#) page.

### Escalation Path:

1. Data & Telephony
2. Maureen David

Posted by: Rudy Kovacev - Wed, Jul 5, 2017 at 11:47 AM. This article has been viewed 7008 times.

Online URL: <https://knowit.ok.ubc.ca/article/common-dialing-instructions-720.html>