

REMOTE ACCESS LONG DISTANCE DIALING INSTRUCTIONS

To call a UC campus telephone when you are out of the local Cincinnati calling area:

1. Dial 1-888-558-4682.
2. Hear tone and enter the five-digit UC extension number.
3. Hear second tone and enter your UC Long Distance Authorization Code.
4. Call is placed.

****Example:** 1-888-558-4682 - Tone - 6-xxxx or 8-xxxx -Tone - Authorization Code - Call is placed.

To call and listen to your UC voice mail messages when you are out of the local Cincinnati calling area:

1. Dial 1-888-558-4682.
2. Hear tone and enter 6-MAIL or 6-6245.
3. Hear second tone and enter your UC Long Distance Authorization Code.
4. Call is placed to the UC voice mail system.
5. Voice mail will prompt you for your password and mail box number.

****Example:** 1-888-558-4682 - Tone - 6-6245 - Tone - Auth Code - Hear the voice mail system prompts.

Enter your voice mail password followed by #, and then enter mailbox number followed by #.
(Your mailbox number is the same as your five-digit extension number).