

# How to Dial Long Distance

Follow these simple steps to dial long distance:

1. Dial 9 to get an outside line.
2. Dial 1 for long distance dialing.
3. Dial the area code and the phone number.  
Example: 555 329 1234
4. You will hear a beep and the following message will appear on the display "Please enter the Authorization Code".
5. Enter the code and press #.
6. There will be a short pause then your call will be connected.

**Tips:** When entering the Authorization Code push buttons slowly so you know that every button was pushed.