

THE UNIVERSITY OF TEXAS AT BROWNSVILLE
and
TEXAS SOUTHMOST COLLEGE

FAXING PROCEDURES

From On-Campus

To Fax to Another Extension on Campus

Enter the four digit extension number only

To Fax to a Local Area (local - not long distance) Number

Enter a "9" to get an outside dial tone

Enter "the 7 digit phone number"

To Fax to a Local Plus (local - long distance (valley numbers)) Number

Enter a "*5"

Enter the "7 digit phone number" that you are calling

or

Enter a "*5"

Press the "pause button" on your fax machine

Enter the "7 digit phone number" that you are calling

To Fax to a Long Distance Number

Enter a "9" to get an outside dial tone

Enter a "1" to indicate a long distance call

Enter the "area code" of the number you are calling

Enter the "7 digit phone number" that you are calling

Press the "pause button" on your fax machine

Enter your "4 digit long distance authorization code"

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FAXING PROCEDURES

From Off-Campus (Cueto Building, ITECC or Young House)

To Fax to an Extension on Campus

Enter a "*8"
Enter the four digit extension number

To Fax to a Local Area (local - not long distance) Number

Enter a "9" to get an outside dial tone
Enter "the 7 digit phone number"

To Fax to a Local Plus (local - long distance (valley numbers)) Number

Enter a "*5"
Enter the "7 digit phone number" that you are calling
or
Enter a "*5"
Press the "pause button" on your fax machine
Enter the "7 digit phone number" that you are calling

To Fax to a Long Distance Number - You must use a calling card

Enter a "9" to get an outside dial tone
Enter a "1" to indicate a long distance call
Enter the "800 number provided on the card"
Follow directions as given