All Nortel Telephones will be upgraded and be ready for use on Monday May 5th, 2008 at the Biomedical and Physical Science Building. **Conversion will take place between Friday May 2nd at 6:00 PM and Monday May 5th at 8:00 AM. During this time all telephones will be temporarily in and out of service.**

1. Each physical telephone will have a unique MSU telephone number 
   *(Please note that all existing 4 digit station numbers will be replaced with a unique MSU telephone number)*
2. Enhanced 911 is established for all physical telephone locations with reverse 911 compatibility
3. All Voice Mail Boxes have been replaced with New Campus Numbers associated with the telephone (existing campus private and department numbers retained)
4. Access to voicemail has changed (please refer to voicemail user guide)
5. All stations with display telephones will have Caller ID Number feature
6. All stations will now have uniformed campus dialing associated with their telephone.
7. Directory assistance provided by MSU 24/7 campus operator staff

**DIALING INSTRUCTIONS:**

**LOCAL CALLS:**

**On-Campus Calls – Including BPS**
- Includes 353, 355, 432, and 884 telephone numbers
- Dial the last five digits of the telephone number

**Off-Campus Calls**
- Lansing Local Calling Area
- Dial 8, then the 7-digit telephone number

**LONG DISTANCE:**
- Dial 8, then 1, then the area code, then the 7-digit telephone number