



### Plugging In Your Phone

Students are responsible for providing their own phones. Any standard, residential touch-tone phone will work. Please **do not use cordless phones** on campus; they can interfere with the campus wireless network and other cordless phones.

Every student has an assigned wall plate with two jacks; one for your network and one for your phone cable. The phone jack is located on the bottom of the face plate and has a phone icon.

If you share a room, you need to determine which phone jack is assigned to you. Locate the phone number provided to you by the Dean's office and plug in your phone. You can also dial 4357, and ask the Help Desk.

If the number does not match your assigned phone number, try the other phone jack(s) in the room.

If your phone jack is not working and you suspect the phone jack is at fault, please contact the Help Desk [help@swarthmore.edu](mailto:help@swarthmore.edu), **x4357 (on-campus)**, or **610-328-8513 (off-campus)**.

### Basic Service

Telephone service includes: dial tone to your assigned jack, unlimited intra-College calling, local calls.

To call off campus, dial #, 1 + the area code, and the 7-digit number you are calling.

To call **Long Distance**, which includes most cell phones, you will need to use a calling card. There are two ways to place a call using a calling card. Which method you use will depend on what kind of telephone number your company provides to access their network (a toll-free 800 number or a 10xxx number).

**Using a Calling Card with an 800/888 Number:** Dial #, 1, 800 or 888, then the 7-digit number. When your call is answered follow the instructions provided on your calling card.

**Using a Calling Card with a 10xxx Number:** Many long distance providers have been assigned a unique 5-digit code beginning with 10, that can be used to access their long distance network. To use such a number, dial #, 10xxx, 0, and then the area code and 7-digit number you are calling. At this point, you usually hear a tone and need to enter your calling card account number. Follow the instructions provided on your calling card.