

TELEPHONE DIALING INSTRUCTIONS

GENERAL INFORMATION- For callers dialing **from outside** Downstate Medical Center:

The general information numbers for:

Main Campus and University Hospital of Brooklyn (UH) is (718) 270-1000.

Offices at 711 Parkside Avenue (711PSA) is (718) 826-4900.

Kings County Hospital Center (KCHC) is (718) 245-3131.

Not all Main Campus DMC extensions are preceded by the exchange "270" when calling from outside. Be sure to include the entire number, including area code and exchange, when giving a number to an outside caller.

DMC IN-HOUSE DIALING:

All 4 digit numbers listed in the Department/Office Guide are SUNY-DMC extensions. To dial from within the campus buildings, **use only the last four digits.**

KCH DIALING

All DMC telephones (including DMC 'House' phones) are programmed to be able to dial the KCH telephone exchange. Dial the entire local number to access a KCH number (i.e.: 9, 1, 718-245-XXXX).

BEEPERS- PAGE MESSAGES/NUMBERS:

Numbers for personnel with DMC-issued beepers can be obtained from the page operator at 270-2121.

Beepers: Direct processing by the caller for beeper pages improves accuracy and response time. Beepers can be paged directly by the caller using a touch-tone telephone as follows. The caller dials the beeper telephone number and listens for three beeps. This signal tells the caller to now enter (dial in) the return call telephone number. Once the number has been entered, then press the # (pound symbol), wait for a confirming signal tone, then hang up.

OUTGOING LOCAL OR LONG DISTANCE CALLS*:

To call off campus numbers, dial 9+1+area code + the seven-digit telephone number. Some telephones have dialing restrictions (*see "Class of Restrictions for Campus Telephones" in this directory*). A dialing restriction is indicated by a "wave off or a high-low tone".

CALL CHARGES:

DMC telephones are for Business Calls only. A detailed report for each month of telephone use by extension is provided to department heads; all personal calls must be reimbursed by the caller under the procedures detailed below.