

## **TELEPHONE GUIDELINES**

1. Long distance calls are allowed only for official University business. Please limit long distance calls to those which are absolutely necessary. Use e-mail whenever possible. Our departmental phone bill is a controllable expense and prudent use of the telephone budget will save money for other departmental expenses.
2. **Do not make personal calls and charge them to the Department.**  
Either use your credit card or charge the call to your home phone.
3. Do not verify busy signals. The Department is charged for each verification.
4. Do not use directory assistance unless necessary. Phone directories are available in each office.
5. Campus calls are made by dialing 5 or 3 and then the 4-digit number. Local calls are made by dialing 7 and then the number. Long distance calls are made by dialing 7-1-area code-phone number. Overseas calls are made by dialing 7-011-country code-city code-phone number. Country and city codes can be found near the front of your phone book.

**If you need assistance or clarification of these guidelines please see any staff member.**

## **COPYING GUIDELINES**

A photocopy machine is located in 3117 for your business use. This copier can also scan and fax.

A risograph digital printer is located in 3153 for your business use. This machine is to be used if you have to make 25 or more copies and it is much faster than the copiers.

Please see Trisha Smith-Clinkscales (4138) if you need to get a personal code for the printer encounter problems with these units.

**No personal copies are allowed.**