



## **NO. 3023      TELEPHONE SERVICE**

The central switchboard is in operation from Monday through Friday, 7:00 a.m. – 10:30 p.m.; Saturday, 7:00 a.m. – 5:00 p.m.; and Sunday, 12:00 p.m. – 7:00 p.m. (The central switchboard operational hours will vary during the summer months.) Incoming calls at other times are automatically transferred to designated stations.

Emergencies can be reported by dialing extension "7747" on any College telephone or by using the red emergency telephones located inside the College buildings at the following entrances: 2, 4, 5, 6, 7, 10, 12, 13, 15, and 16.

Interoffice calls may be made by dialing the person's extension number. Outgoing calls in the Oklahoma City area may be dialed directly using a "9" prefix.

Long-distance and information calls must be dialed directly by using "8-1" prefix. After the number is dialed, a new dial tone is sent to the caller indicating a security access code must be entered. Each accounting unit has its own unique security access code and is responsible for its use. The charge for the long-distance call will be charged to the accounting unit based upon the security access code used. When long-distance calls are to be charged to a third party (or collect), an "8-0" prefix is dialed before the number. This will cause a long-distance operator to intervene and help the caller complete the call; no security access code is needed. Personal long-distance calls are to be placed using pay-telephones located throughout the campus or by using personal calling cards that have the caller dial a toll-free number to place the call. Periodic audits will be made by each accounting unit to verify long-distance calls.

To call toll-free numbers, an "8-1" prefix must be dialed but no security access code is necessary.

Work requests (standard interoffice memorandum) for installing, changing, and/or repairing telephones should be approved by the accountability unit and submitted to the Voice Communications Office. The Director of Voice Communications will assist the accounting unit in preparing any necessary documentation for charging the work to the accountability unit as well as supervise the contracted services. College staff does not perform telephone repair or service work.

### **WIRELESS TELEPHONES:**

Each accounting unit is responsible for acquiring and paying for wireless (cellular, etc.) telephones. The Director of Voice Communications will assist in determining which available calling plan is appropriate. All personal calls placed from or received by a College owned wireless telephone or service must have an appropriate reimbursement

made to the College by the person responsible for the telephone. This reimbursement is required whether or not the number of minutes allowed in the individual calling plan was exceeded. An appropriate cost per minute will be available from the Director of Voice Communications.

Revised Date: 08-20-2001