
TELEPHONE SERVICES

PURPOSE: To establish general operating policies regarding campus telecommunication services.

I. Procedure

- A. The manager of the department of Telephone Services is available to evaluate department telephone needs, consult with department heads, and to procure appropriate telephone equipment which works within the BSU telephone system.
- B. Telephone Services personnel are available for station user training or questions. Video training tapes are also available through Telephone Services.
- C. All telephone moves, changes, repairs and additions are handled by this department; therefore, BSU Telephone Work Orders should be sent directly to Telephone Services. Any requests for additions or modifications to data or telephone cabling or equipment configuration should also be sent to this department.
- D. The Faculty/Staff Directory is produced by this department. Any changes for the directory should be sent to Telephone Services. Any changes in the U.S. West Directory should also be sent to this department.