

PIEDMONT VIRGINIA COMMUNITY COLLEGE

TELEPHONE PROCEDURES POLICY

Effective: February 26, 2003
Revised:
Responsible Dept.: Finance & Administrative Services

1. GENERAL

These procedures have been established to facilitate telephone use and reduce telecommunications costs.

2. ON-CAMPUS CALLS

Dial XXX

Dial the 3-digit internal phone number for the on-campus extension you are calling.

3. LOCAL CALLS

Dial 9-XXX-XXXX

Dial "9" and the 9-digit local phone number you are calling.

4. IN-STATE LONG DISTANCE "DIAL 8" SERVICE

Dial 8-(XXX)-XXX-XXXX

Dial "8" and the 3-digit area code and the 7-digit phone number for the Virginia phone number you are calling. This applies to all non-local in-state calls, irrespective of whether they are to another state agency, the Richmond area, or elsewhere in the state.

5. OUT-OF-STATE LONG DISTANCE

Dial 9-1-(XXX)-XXX-XXXX

Dial "9" then "1" then the 3-digit area code and the 7-digit phone number for the out-of-state phone number you are calling. This procedure should only be used to place in-state long distance calls when "Dial 8" service is busy or otherwise unavailable.

6. INTERNATIONAL CALLS

College telephones are not to be used for placing international calls unless specifically authorized by the campus telecommunications coordinator, Extension 209.

7. ASSISTANCE

The campus switchboard operator can be reached by dialing "0" between 8:00 a.m. and 6:00 p.m. Monday through Thursday and between 8:00 a.m. and 5:00 p.m. on Friday.

Requests for service and reports of malfunctions should be directed to the campus telecommunications coordinator, Extension 5209.