Welcome to Radford University!

The university directory that you received provides a listing of department, faculty, staff, and student telephone numbers. The directory also contains:

- Dialing Instructions for basic telephone service* (pages 3 and 4)
- Emergency numbers for RU and the City of Radford (page 1)
- RU parking map which also shows building locations (page 4)
- General information about abusive/annoying calling, repair service, collect calls, and authorization code security (page 4)

*If you are assigned an ISDN or other type telephone, someone will provide instructions within your department or arrangements can be made for training with the Telephone Services staff.

University telephones require a seven-digit authorization code for all 1 + dialing, including 800 type numbers. Your supervisor will determine if your position requires a business authorization code for long distance calling. If you are assigned a business code for long distance calling you will be held accountable for all calls made with the code.

**BUSINESS AUTHORIZATION CODES SHOULD NOT BE SHARED OR USED TO PLACE PERSONAL CALLS.**

Authorization codes are also available for personal calls. Personal calls should be limited to emergencies only. You can obtain a personal code by completing the enclosed blue registration card. You will be billed for the chargeable calls you make. Long distance rates are 10 cents per minute from 7 p.m. to 6:59 a.m. and 15 cents per minute from 7 a.m. to 6:59 p.m. Weekends begin Friday at 7 p.m. and end on Monday at 6:59 a.m. The billing period is from the first to the last day each month.