

## TELECOMMUNICATION & BILL SERVICES

P.O. Box 6887

Phone: 831-5002 or 831-6600

Fax: 831-6120

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 Telecommunication & Bill Services staff.

University telephones require a seven-digit authorization code for all 1 + dialing 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.

