

Telephone Services, Equipment and Training

Information Services and Support (ISS) is responsible for the telephone system and services which include:

- **Telephone system** - changes and updates on the telephone system, telephone repairs, moves and installations.
- **Voice Mail** - changes and updates to the voice mail system.
- **Long Distance** - changes, additions and cancellations of long distance codes.
- **Telephone Directory** – changes and updates to the campus telephone directory.

To order additional or upgraded telephone equipment, employees must first consult with their department supervisor prior to submitting their request to the Director of Technology Infrastructure Services. Employees may contact the ISS Help Desk (x4357) for assistance with their office telephone or voicemail.