TELEPHONE SERVICES
1.1
REV 08/14
Finance and Administration
425.352.5235

OVERVIEW
Facilities Services coordinates with UW Communication Technologies for the acquisition and service of new or existing UW Bothell telephone numbers.

POLICY
University departments must acquire or lease communication equipment and services from Communication Technologies. Use of University communication equipment and services is restricted to University business only in compliance with RCW 42.52.160, WAC 292–110–010, and Advisory Opinion 97–04 is retired and now part of Washington State Executive Ethics Board FAQs.

PROCEDURE(S)
Requesting Telephone Equipment or Service
Please call Facilities Services at 425-352-5466 to request telephone installation, service, repair, or information.

- Dial tone is provided and wired by IT Customer Care Center.
- Facilities Services is responsible for equipment acquisition and campus dial tone.
- Customer is responsible for telephone jack installation fees.
- Customer is responsible for voicemail and other special feature fees.
- Customer is responsible for repair, including battery replacement. Any repair reports are subject to billing on a Time & Materials basis.

For a detailed list of the following services available, visit the Communication Technologies' Web site:

- Area Codes and Calling Areas
- Cellular Phones
- Dialing Procedures, including long distance
- Telephone Features and their use

ADDITIONAL INFORMATION
UW Administrative Policy Statement 55.8: “C&C Customer Care Center