

Effective Date: January 31, 2008

Retired:

Revised: October 1, 2013

Approved by: **A. Cherrie Epps, Ph.D.**
President and Chief Executive Officer



Subject: Office of Information and Technology - Telecommunications Policy

SCOPE:

The Vice President of Information Technology (VP) is designated as the institutional officer responsible for specifying standards for access and acceptable use of information technology resources.

POLICY STATEMENT:

The Telecommunications Department of Information Technology is responsible for support of the telephone network, the data network, and videoconferencing at Meharry.

Applicability: This policy is applicable to all Meharry Medical College students, faculty and staff and to bona fide associates granted use of Meharry Medical College telecommunications resources.

DEFINITIONS:

Authorized Use: authorized use of Meharry Medical College owned, leased, operated, or contracted computing and network resources is used consistent with the education, research, and administrative mission of the College and is consistent with this policy.

Authorized Users: authorized users are current students, faculty and staff of the College.

Authorization Code: A unique five-digit number which is assigned exclusively to a single employee, department, or departmental function.

Abuse: The deliberate use of Meharry telephone facilities in a manner which may cause unnecessary expense to the College, or which contravenes official rules concerning telephone usage. This includes, but is not restricted to, unauthorized personal use, Unauthorized use for business other than Meharry business, and calls intended to harass others.

CO: Compliance Officer, the enforcing unit for the Computer and Network Usage Policies at Meharry Medical College.

MMC: Meharry Medical College (alias the College) for which the policy manual applies.

IT: Information Technology, the source for establishing the Computer and Network Policies at Meharry Medical College.

Subject: Telecommunication Policy

POLICY:

ADDITION, CHANGE, OR DELETION OF TELECOMMUNICATION EQUIPMENT

For installation or alteration of telephone equipment or to change telephone service in a staff person's office, a purchase requisition should be forwarded to Telecommunications. Costs for these charges should be requested from Telecommunications before a requisition is prepared.

Telecommunications personnel will normally work all orders no later than the next business day.

FAX POLICY

FAX machines must be purchased by the individual department. Telecommunications only provides the line to transmit and receive the faxes. Telecommunications will not maintain FAX machines.

LONG DISTANCE POLICY

Meharry's policy directs that all long distance calls be approved by and registered with the appropriate dean's/director's office or an authorized representative. All calls will automatically be billed against the originating extension number and allocated back to Department budgets.

No one is authorized to request charges to 327 numbers as a "bill to third party" call. Campus Telecommunications may request toll fraud investigation on any or all such calls charged to the campus.

All long distance calls must be made utilizing a 5-digit authorization code.

REPORT TROUBLE OR REPAIR PROBLEMS

For telephone service or equipment problems, call the Help Desk at 4357.

TELECOMMUNICATIONS ACCOUNTS POLICY

Meharry Telecommunications bills all accounts electronically at the end of each month.

Effective Date: January 31, 2008

Subject: Telecommunication Policy

PROCEDURE: DIALING INSTRUCTIONS

To call within the campus, dial the last four digits of the telephone number desired. For example, for 327-5500, dial 5500.

To call the campus operator, dial 0 for operator.

To call in the local-calling area, dial 9 then the 7-digit telephone number.

To dial beyond the local calling area, dial 16, a 5-digit authorization code, 9, 1, area code and 7-digit telephone number.

To call internationally, dial 16, a 5-digit authorization code, 9, 011, country and city codes and local telephone number.

EXHIBITS: None.