

TELEPHONE SYSTEM

The College provides telephones for conducting College business.

Switchboard Hours of Operation

The College switchboard (254-298-8282) is open from 8:00 a.m. to 5:30 p.m. Monday through Thursday and closes at 12:00 noon on Friday during the Fall/Spring semesters. During the summer semester the hours are 7:30 a.m. to 5:30 p.m. Monday through Thursday. Use the "Search by name" feature to contact campus personnel after hours.

On-Campus Use

All Temple and Taylor on-campus numbers may be reached anytime by dialing the appropriate four-digit number. To reach the Hutto location, follow the "Off-Campus Use" procedure below.

Off-Campus Use

Off-campus numbers may be reached by dialing "9" and then the off-campus number.

Long Distance

To make a long distance call from on campus, you must use your assigned long distance access code. These 6-digit codes are assigned by Information Technology (IT) and identify both the individual and department. If you need assistance with your long distance code, call the Help Desk (Training and User Support) at 8450.

Long distance codes are provided by Temple College for official business only. Long distance invoices are subject to audit to verify business purpose.

Collect Calls

Collect calls should not be accepted. If you accept the charges on a collect call, be sure to notify the Help Desk at 8450 and provide the details of the accepted call.

Student Use of Telephones

Campus telephones are not for student use unless it can be clearly determined that there is an urgent need or emergency situation. Faculty and staff are asked to help enforce this policy.

Toll Free Service

The College provides toll free service for business purposes only. These numbers are listed in the College phone directory provided each semester by the IT Help Desk.

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