

MEMORANDUM

DATE: November 4, 2005

TO: A/P Listserv
Civil Service Listserv
Faculty Senate Listserv
Fiscal Officer Listserv

FROM: David R. Bouhl, Deputy Director
Information Technology – Telecommunications

SUBJECT: 2005-2006 University Telephone Directories

The 2005-2006 University Directories are expected to arrive on campus on or before November 17. As in the past, they will be distributed by Campus Mail Service by mailcode. Each mailcode will receive the number of directories to correspond to the number of telephone lines at that location. Telecommunications will furnish Campus Mail with a list of mailcodes and the corresponding number of telephone lines at each of the mailcodes.

After Campus Mail Service has completed deliveries to all campus departments, Telecommunications will post another announcement on this list serve to inform you that this initial delivery by Campus Mail has been completed. At that time, if your department requires additional directories, contact Denise Szaro at 453-2689 or dbarr@siu.edu to request additional directories. Telecommunications will coordinate this second delivery with Campus Mail. Please do not contact Campus Mail for additional directories.

Directories for students will be available for pickup at the following locations:

- Area Offices in Grinnell, Lentz, and Trueblood Halls
- University Bookstore
- Telecommunications Office – Student Center, Room 127E

For your convenience, the following information may be found in the front pages of the University Directory:

- Instructions for Telephone Features (transferring calls, call forwarding, speed call, etc.)
- Voice Mail Instructions and Most Often Used Voice Mail Commands
- Directions to our web site at <http://www.infotech.siu.edu/telecom/> for the following information:
 - Types of Telephones Available from SIUC Telecommunications
 - Telecommunications Costs/Fees List
 - Telecommunications Forms

Questions may be directed to Denise Szaro in Telecommunications by email at dbarr@siu.edu or by telephone at 453-2689.