A. All employed personnel should use the long distance phones for college business only.

B. Students are not allowed to make long distance calls.

C. All employed personnel should use SCAN for college business long distance calls. Part-time faculty members that have not been issued SCAN access codes may ask the switchboard operator to place SCAN calls.

D. The following are exceptions to the above Item #C:

1. If an employee needs to place long distance college business calls and is not on campus:
   a. The employee should use his/her special SCAN PLUS calling card if one has been issued, or
   b. If the employee does not have a SCAN PLUS calling card, he/she should report the call to the Business Office for reimbursement.
   c. If traveling throughout the state for college business, calls made to the main campus during business hours should be made through the 800 number rather than with the calling card.

2. An employee should not accept a collect call.

E. All SCAN calls are charged by the minute. Therefore, telephone conversations should be kept as brief as possible within the context of the business being conducted.