

2004-2005 Telephone Directory Distribution Information

The 2004-2005 University Directories are expected to arrive on campus during the last part of November. 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 our web page to inform you that this initial delivery by Campus Mail has been completed. At that time, if your department requires additional directories, contact Monica Wilson at 453-2401 or mawilson@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

New information included in the front pages this year includes:

- 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 Monica Wilson in Telecommunications at 453-2401 or mawilson@siu.edu.