



How do I find OIT Telecommunications?

- **William Smith Hall, lower level, Room 9**
- **Switchboard Extension (on campus extension): 0**

What is the Switchboard and what do they do?

The switchboard office coordinates telephone calls throughout campus. The switchboard personnel also provide campus telephone information.

When should I call the Switchboard?

The Washington College Switchboard is available Monday through Friday from 8:30 AM until 4:30 PM. For local and long-distance directory assistance we encourage you to use an online directory such as www.superpages.com to help you find the business or personal number that you would like to call. If you cannot find the number then one of the staff operators may be able to help.

Report telephone problems and repair requests to the Washington College Help Desk by calling extension 7777 (410-778-7777 from off campus) or by e-mailing the Help Desk at helpdesk@washcoll.edu.

To reach Washington College's telephone operators, dial zero (0).

Payment

Payment for student campus-billed telephone charges should be made directly to the Washington College Business Office located in the Foster House. Please e-mail telcom@rt.washcoll.edu if you have questions about your phone bill.

Room Phone

Each residence hall room is supplied with one telephone line that is shared by all of the room residents. Each telephone line includes per-room voice mail, making answering machines unnecessary. Washington College does not supply telephones for students. Students are responsible for bringing their own touch-tone telephone to campus. Cordless telephones may be used, but 2.4GHz phones should be avoided as they can cause interference or interruptions to the campus wireless network.

Additional information may be found at <http://oit.washcoll.edu/telecommunications.php>.

Current Telephone Rates

Washington College charges 9 cents per local call and 9 cents per minute for any long distance call made within the US, including Alaska and Hawaii, any time and any day. International rates vary by location. Please check the current international rates at the following webpage: <http://oit.washcoll.edu/callrates.php>.



Local Calling Area

The College's local calling area includes the upper Eastern Shore of Maryland covering from the Sassafras River to the Choptank River. Some of the towns in the local calling area include Galena, Trappe, Easton, Grasonville, Denton, Centreville, Stevensville, and Chestertown. Do not dial "1" for long distance telephone exchanges in those areas, as you may be charged long distance rates, i.e., \$.09 per minute rather than the local rate of \$.09 per call.

Telephone Features

Call waiting, call transfer, three-way calling and per-room voice mail are telephone features available in the residence halls.

Policy on Release of Telephone Numbers and Campus Directory Information

The College strives to protect students' safety and privacy. It is against College safety policy for anyone in the College community to distribute a student's telephone number, room assignment or personal information to any outside entity. An outside entity includes anyone who is not a verified current employee of Washington College. While a student can choose to share his or her personal information, students may not share someone else's (another student's) personal information. Only current employees of Washington College can receive this information.

The information in the Washington College Campus Directory is for internal use only. It is against Washington College's safety policy to distribute the directory off campus or to share its content with anyone other than a current employee of Washington College.

The College's incoming 1-800 number is not for faculty, student or staff personal use. Neither the Switchboard nor other campus offices will transfer calls from the 1-800 line to a student's room extension.