



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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**SUBJECT
FACILITIES AND SERVICES**

SUB-TOPIC

TELEPHONE SERVICES – Telephone Directories

- A. University Directory: A University telephone directory is maintained on the UTD Web Page (www.utdallas.edu/search/) and provides listings by name or administrative unit. Information on the web page includes: name, title, department name, office room number, office telephone extension, e-mail address, campus mail station. Changes to directory information are made via forms in each employee's administrative unit.
- B. Southwestern Bell Directories: Southwestern Bell Telephone provides telephone directories, both yellow and white pages, at no charge. Current local directories can be obtained at drop points located in each campus building or by contacting Telephone Services.
- C. TEX-AN Directory for the State Communications System: The State of Texas State Telecommunications System (STS) periodically issues a directory which lists STS/TEX-AN and public system telephone numbers for state employees and agencies. This directory is available, at a nominal charge, from Central Stores.
- D. GTE Directories: GTE provides telephone directories, both yellow and white pages, at no charge. Current local directories can be obtained at drop points located in each campus building or by contacting Telephone Services.