

[Information Technology Services](#)

[Home](#) // [About ITS](#) // [Policies](#) // **[Phone Policy for Faculty, Administrators, and Staff](#)**

Responsibilities of Faculty, Administrators, and Staff Using the NYU Phone System

Users of New York University phone service are subject to the fraud, abuse, and harassment provisions of State and Federal communications law as well as applicable University policy.

In order to make long distance calls from a University telephone an authorization code is necessary. Telephone coordinators have Authorization Code Request Forms and complete information on the various calling capabilities available. For further information or if you are having problems with your authorization code, please call 1-212-998-3333.

The NYU telephone system will not complete a long distance call unless the user enters his or her authorization code after the ten (or more) digits of the long distance number. All long distance calls are billed to the departmental account associated with the authorization code. The Telecommunications Services issues an itemized statement of all long distance calls for each authorization code every month, distributing the statements through the budget offices.

The NYU telephone system supports the business and academic calls of University faculty and staff. The user should review the monthly long distance statement to identify personal calls. The cost of personal calls must be reimbursed to Telecommunications Services by check payable to NYU.

Each University employee is eligible to receive an individual authorization code if a budget officer, acting under the authority of a Dean or Vice President, accepts account responsibility for the charges associated with its use.

ITS Communications & Computing Services (C&CS) will not issue an authorization code for use by more than one person. Codes should not be shared. The user is responsible for all calls made with the authorization code. If the user believes on the basis of the monthly long distance statement that the code has been compromised, please contact ITS at 1-212-998-3333 immediately.

The user should safeguard the authorization code as if it were a credit card number. It should not be posted or otherwise made available to others. If the user loses or forgets the code, the user's budget officer should contact ITS at 1-212-998-3333 for help.

The University does not permit calls to the 900 area code or to the 976 exchange.

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