

UNIVERSITY OF WASHINGTON, BOTHELL

POLICIES AND PROCEDURES MANUAL

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- Policy
- Procedure
- Additional Information

FAX SERVICES

1.2

REV 04/05

Finance and Administration

425.352.5235

OVERVIEW

Finance and Administration coordinates with UW Communication Technologies for the acquisition and service of new or existing UW Bothell telephone numbers.

POLICY

University departments must acquire or lease communication services from Communication Technologies. Use of University communication equipment and services is restricted to University business only in compliance with [RCW 42.52.160](#), [WAC 292-110-010](#), and [Advisory Opinion 97-04](#).

PROCEDURE(S)


Requesting Facsimile Service

Please call Finance and Administration at 425-352-5235, or email telephone@uwb.edu to request fax machine installation.

- Dial tone and jack are provided and wired by C&C Customer Care Center.
- Customer is responsible for acquisition expenses.
- Finance & Administration is responsible for campus dial tone.
- Customer is responsible for telephone jack installation fees.
- Customer is responsible for installation of the fax machine.
- Customer is responsible for programming the fax features.
- Customer is responsible for repair. Any repair reports are subject to billing on a Time & Materials basis.

ADDITIONAL INFORMATION

[UW Administrative Policy Statement 55.8: "C&C Customer Care Center Policy"](#)



Finance and Administration.
Phone: 425.352.5235
E-mail: finad@uwb.edu

NEXT REV 04/06