

The project of changing fax numbers has been temporarily put on hold. We still have a campus-wide shortage of (619) 260-xxxx phone numbers so we have put the following policy in place:

- New direct-dial number requests will require justification from Department Head prior to assigning.
- Any new fax number request will be assigned a (619) 849-xxxx number.
- Any new number request in a non-administrative area will be assigned a (619) 849-xxxx number. Examples of non-administrative areas are RSVP lines, conference rooms, temporary employees, bulletin boards, etc.
- A departmental voicemail tree requiring a direct-dial number will result in the change of all direct-dial number assigned to the auto-attendant tree. These numbers will be changed to extensions.

Please note; if an extension has been assigned to you, you still can receive outside calls. The call just needs to be routed through USD main number, (619) 260-4600 first.

Thank you