

# JLab User Telephone Services

Users can access the Lab's phones for on-site, local, and long distance calls.

## Long Distance Calling

### **Option 1: Five-Digit Access Dialing**

For users who wish to have long-distance access, a five-digit access authorization code will be assigned. When activated- within two (2) business days-the code will allow access to long-distance dialing from any phone on site. (Users that need to call overseas must have their group leader's authorization. See below.) Upon activation, the JLab Telecommunications Office will provide the User with a 5-digit dialing code. Users who are willing to accept responsibility for all personal charges incurred, please sign as indicated below. If this option is chosen, please print form, complete required information and bring to the User Liaison Office (CEBAF Center, Room L111) to process.

### **Option 2: Pre-Paid Phone Card**

Alternatively, Users may purchase prepaid phone cards at the SURA Residence Facility or other sources. These cards allow you to call from the U.S. to virtually anywhere in the world from any touch-tone telephone, 24 hours a day, 7 days a week. The card is intended for long distance dialing, including International use, International rates vary by country.

## Phone Report

User Liaison distributes a monthly report to each User who has elected to use 5-digit code long distance access dialing. Users must sign and return the report. Reimbursement, if applicable for personal calls, should be included in the form of a check made payable to SURA/Jefferson Lab. Return Report to:

User Liaison Office (CEBAF Center, Room L111)  
MS 12B  
Jefferson Lab  
12000 Jefferson Avenue  
Newport News, VA 23606

- Notes:**
1. Lab staff is required to authenticate their phone calls (business vs. personal) in the same manner.
  2. Jefferson Lab reserves the right to verify destinations of all calls indicated as Lab business.

## Emergency Calling

If an emergency arises, Users without a five-digit code or overseas access authorization may contact the User Liaison Office ([users@jlab.org](mailto:users@jlab.org), x6388) for assistance.

---

## Required Information for 5 digit access code:

**Please print the following:**

**Name:** \_\_\_\_\_  
**Institution:** \_\_\_\_\_  
**E-mail:** \_\_\_\_\_  
**User Group Leader:** \_\_\_\_\_  
**Address to mail report:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>Dummy Extension:</b> _____
----------------------------------

**User Signature:** \_\_\_\_\_

Note: by signing here you agree to reimburse Jefferson Lab for all personal calls made via your 5 digit long Distance access code on JLab phones.

**User Group Leader Overseas Auth.:** \_\_\_\_\_

Date: \_\_\_\_\_

**UL Signature:** \_\_\_\_\_

Date: \_\_\_\_\_