1. **Wreck Codes:** When preparing department requisitions (DR's) on-line, in Nexus, ensure you have the correct **TYPE** code indicated at the very top of the form. By default it is set to **RQ** (for standard requisition). This is a field that has an asterisk next to it that allows you to view a look-up table by pressing F1. Please be sure to change it to **CP** if you are ordering computer software or hardware, **TE** if you are ordering telephone related items (phones, headsets, etc) and **AV** if you are ordering Audio/Visual items. There are other codes possible. Contact the purchasing department if you have questions. If you do not code your DR properly, it may be sent back to you for proper coding.

2. **Long Distance Calls:** Why can't I make long distance calls after 5:30 p.m? During the times between 5:30 p.m and 6:30 a.m. and on weekends access to long distance, including Crestview and Defuniak Springs areas, is restricted. Since starting this policy, when the new telephone switch was installed, there has been an average 20% savings in long distance charges. To make college related long distance calls during these times you must use a PIN number. If you need your PIN number please email or call the Helpdesk (helpdesk@owcc.net)(Extension 6396). PIN numbers are only provided to those who already are authorized to make long distance calls.

3. **Location, Location, Location.** The three words that mean so much when buying a home are replaced by **Security, Security, Security** when talking about network access, mainframe access and equipment and room access. Please do not write down your passwords and especially do not post your password on your monitor. If you feel your password has been compromised please contact the helpdesk to make changes.