

PROCEDURE 1410.01
Issued January 1, 1994

SUBJECT: System 85 and voice mail telecommunications.

APPLICATION: Executive Branch Departments and Sub-units.

PURPOSE: Any modification of DIT-owned or operated telecommunications equipment.

CONTACT AGENCY: Department of Information Technology (DIT)
Infrastructure Services
Telecommunications & Network Management

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SUMMARY: To add, move, change, and delete telecommunications and voice mail features and equipment administered by DIT Telecommunications and Network Management, an agency must identify the need and submit the appropriate form to the Telecommunications Services.

APPLICABLE FORMS: DIT-906, Telephone Work Request.
DIT-906A.
DIT-906X.
DIT-915, Voice Mail Request.
DIT-921.
DIT-921X.
Related work sheets (e.g., button detail sheets for multi-line sets and adjuncts, call coverage work sheets, call pickup work sheets, and speed dial list work sheets).

PROCEDURES:

System 85 telephone work requests:

- Site coordinator:
 - Identifies agency's need for service, i.e., installation of new telephone lines and sets, physical relocation of existing lines and sets, modification of hardware and software (e.g., feature changes and set changes), and deletion of unnecessary lines and sets.
 - Prepares, submits and attaches DIT-906 and related work sheets for software modifications and current floor plans for hardware modifications to agency operating unit coordinator for approval.
- Agency operating unit coordinator reviews and approves DIT-906 by signature and submits to Telecommunications for processing.

Voice Mail Work Requests:

- Site coordinator:

- Identifies agency's need for service, i.e., addition of personal voice mailboxes, changes to existing voice mailboxes, and deletion of unnecessary voice mailboxes.
- Prepares and submits Forms DIT-906 and DIT-915 to his/her agency operating unit coordinator for approval.
- Agency Operating Unit coordinator reviews and approves DIT-906 and DIT-915 by signature and submits to Telecommunications Services for processing.

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