

PROCEDURE 1410.05  
Issued January 1, 1994

SUBJECT: Telecommunications Repair Process.

APPLICATION: Executive Branch Departments and Sub-units.

PURPOSE: To provide the process for obtaining assistance in the restoration of telecommunications systems.

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

TELEPHONE: 517/335-4357 (Service Center)

FAX: 517/335-2642

SUMMARY: This section provides the procedure for reporting telecommunications troubles.

APPLICABLE FORMS: None.

PROCEDURES:

System 85/Centrex/Voice Mail Users:

- Site coordinator and or designated representative notifies Telecommunications & Network Management Service Center of specific problem (e.g., telephone or circuit number, location, contact person, brief description of problem.)

Non-System 85/Non-Centrex Users:

- Contact your local telephone company.

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