

Proposal for new telephone connection

After the staff member has an office, this room needs a telephone connection.

1. The form "proposal for new telephone connection" is filled in and handed over to the technical department. From there the proposal is sent to the centre of telecommunication.
2. This process is supported by an e-mail form. The office manager fills in this form and sends it to the technical department. From there the proposal is sent to the centre of telecommunication.

Then the telephone connection is established.

If telephone connections need to be adjusted (staff member gets a new office, but should keep his telephone number) the process is the same, but the office manager makes a phone call to the centre of telecommunication to prevent problems during the adjustment.