

754.6 SUBJECT: ..REQUEST AND USE OF FACSIMILE EQUIPMENT

1 OBJECTIVE:

- A. To describe the procedure necessary to request and obtain Facsimile Equipment.
- B. To ensure requests are consistent with the overall technical direction of City-wide telecommunication systems.

2 AUTHORITY:

This procedure amended by City Council September 15, 2003.

3 DIRECTION:

Network Support Manager receives direction through the Systems & Networks Senior Manager

4 METHOD OF OPERATION:

- A. Facsimile equipment will be used for City business purposes only. Every effort will be made to keep long distance usage to justifiable business purposes only. Personal use of City-owned facsimile equipment is NOT authorized. Excessive use should be reviewed by the supervisor for evidence of misuse and is subject to disciplinary action.
- B. Requests for facsimile equipment must first be approved by Management and Budget. Upon request, the Technology Management Division will provide a cost estimate on a Technology Management Equipment Request Form.
- C. SUNCOM circuits shall be used to the greatest extent possible for all long distance facsimile communications.
- D. Purchases will be made through the contracted vendor only, by the requesting Department/Office, using normal Purchasing and Materials Management Procedures. The Network Support Manager will be responsible for coordinating telephone line feature changes and/or number changes for facsimile equipment when notified. The repair, maintenance and/or change in service costs will be borne by the requesting Department/Office/Division. Report all troubles with facsimile equipment to the Technology Management Division Call Center at 246-2600.
- E. Training in the proper use and operation of facsimile equipment is the responsibility of the acquiring Department/Office/Division.
- F. Facsimile equipment will be individually tagged with City asset numbers by the acquiring Department/Office/Division

5 FORMS:

Technology Management Equipment Request Form

6 COMMITTEE RESPONSIBILITIES:

None.

- 7 REFERENCE:
Procedure adopted by City Council September 14, 1992, Item 3NN; amended April 19, 1993, Item VV; amended March 20, 1995, Item SS; amended August 31, 1998, Item 3K, amended April 3, 2000, Item 2PPP; amended September 15, 2003.
- 8 EFFECTIVE DATE:
This procedure effective September 15, 2003.