
4.6

TELEPHONE LINES

Policy Number: 029A/06/04

Scope: The policy contains the rules of SU with regard to the installation and moving of telephone lines.

Policy:

Applications for the installation of additional telephones or for moving existing telephones must be submitted to the Division Information Technology a month in advance by sending an email to telecom@sun.ac.za.. These applications must include the extension number (if relevant), SU number of user, building(s), room number(s), department, cost point and the date on which the installation/move must be carried out.

Telephone numbers are linked to a venue and not to a staff member. Telephone numbers will only be moved in exceptional cases. The costs of the move shall be funded by the department/division concerned.

Installation costs for new, additional telephone lines shall be funded by the department/division concerned.

Installation and moving costs as a result of a new building, the extension of an existing building, or the refurbishment of an existing building will be funded by the project concerned.

Contact Division:

Information Technology
