TELEPHONE/TELECOMMUNICATIONS

PURPOSE

This policy establishes guidelines and standards for the effective and responsible use of telephone and telecommunications systems with the College.

POLICY STATEMENT

The College utilizes Voice Over Internet Protocol (VOIP) integrated technology. Since telephones are integral to the network, Dial Plans for telephone endpoints must be planned, designed, and approved by any College Department in consultation with the IT Department before being implemented.

Video Conference capability is available at all College campuses and is supported on a case-by-case basis.

PERSONS AFFECTED

All Edison State Community College employees.

DEFINITIONS

VOICE OVER INTERNET PROTOCOL

Technology that enables the transmission of voice and multimedia communications over the internet or any IP-based network.

DIAL PLAN

Set of rules and instructions that define how phone numbers and extensions are dialed and processed within a telecommunication system.