

To: Liberty Place Tenants
From: One2One Computer Services Inc.
Re: Phone Closet Procedures

Phone Vendor Appointment Procedure

1. After scheduling a phone vendor appointment, complete One2One's **Phone Vendor Installation Request Form**.
2. Fax the form to One2One at 717-509-2072, or scan and e-mail it to support@one2onecomputers.net.
3. Receive confirmation from One2One of form receipt and availability of One2One technician.
4. On the date and time of the appointment, a One2One technician will meet the phone technician to unlock the closet.

Approved Phone Vendors

ATX
Executone
Frontier
Level 3

Windstream

Lucent Technologies
One Communications
Telecom Business Solutions
Verizon

All phone vendors must be approved before they may perform work in the building.
If your vendor is not on this list, please contact Progressive Properties Management at (717) 394-3374.

Guidelines

- Tenants are required to contact One2One Computer Services Inc. when an approved phone vendor technician is scheduled to work in your suite.
- One2One should be contacted **immediately** after scheduling the phone technician appointment.
- One2One **must** be present to unlock the phone closet for the appointment. Liberty Place staff **does not** have access to the closets and cannot unlock them for vendors.
- If you do not contact One2One prior to the appointment, your phone vendor may not be able to complete the work you have requested.

Without adequate notice, One2One cannot guarantee a technician will be available to allow phone vendors to gain access to phone closets.