

MEMORANDUM

TO: All ITS
All W. R. Thomas Middle School

FROM: Network Expansions – Telecommunications

SUBJECT: **NOTICE OF ITS PBX SERVICE**

AVAYA maintenance engineers and technicians will be on-site at ITS this evening, Thursday September 23rd, to perform preventive maintenance on the PBX telephone system starting at 5:00 p.m. and may last until midnight. Impact will include temporary interruption of telephone service to certain areas of ITS and W.R. Thomas Middle School.

If you need to contact ITS during this process, you may call Computer Operations at (305) 220-9518 or (305) 227-6242

We apologize for any inconvenience this may cause and thank you for your support as we move forward to improve the District's telecommunications infrastructure.

cc. Ms. Joanne Slawson