

TELECOMMUNICATIONS

Ordering New Phone Lines

Installing a new line consists of three connections:

1. From the provider to the building at the MPOE (minimum point of entry).
2. From the MPOE to the tenant's floor, through the telephone riser.
3. From the riser to the tenant's suite.

The vendor of your choice is allowed to bring service to the MPOE *and* from the riser to your suite (connections #1 & #3, described above). *Summit Riser Systems is the only vendor allowed to bring the line **from the MPOE to your floor through the telephone riser connection #2 as described above.***

You'll need to:

Call a service provider **and** SUMMIT RISER SYSTEMS (866) 778-6648 **and** the MANAGEMENT OFFICE to schedule the work.

AT&T will bring the lines to the building and hook them up to the MPOE.

SUMMIT RISER SYSTEMS will connect the new lines to the "house system", also known as a "cross- connect".

Routine System or Office Cabling Changes

Call your vendor **and** SUMMIT RISER SYSTEMS

You may continue to use your own vendor for maintenance or changes to your telephone system. SUMMIT RISER SYSTEMS must be used to bring additional lines to your floor.

Emergency Service and/or Repairs

1. Call AT&T.

They can check the lines leading to the building to determine if the problem occurs at or before the MPOE. Whenever you have a problem with your telephone lines, call AT&T first. In our experience, most problems originate outside of the building. If the problem is not found within AT&T telephone lines, then it is typically an equipment malfunction. It is very rare that a problem will occur with the house system cabling.

and

2. Call your vendor.
3. Call the Management Office for scheduling.

Your telephone vendor can check your system but is unable to check the house system. If the problem is not found in your system, then SUMMIT RISER SYSTEMS must be called to check the in-house system.

Please note the following before scheduling work:

1. Whatever your decision in telecommunications, SUMMIT RISER SYSTEMS is the only vendor approved to pull cabling through the building's riser system. 360 Third Street is a union building; all telecommunications laborers must be union members.

2. Please remember to let the management office know before you schedule vendors. Insurance must be on file **before** work can commence in order to eliminate any delays.