

To: Dr. Cole
From: Erich Howard
Subject: ITS Phone Installation
Date: 1/12/00

I have met with Lisa Kuyrkendall from ITS concerning the ongoing installation of the phone system. Today (1/12) the new units for you, the Governor, Marilyn and your secretary were installed and programed.

Lisa informed me that there were not enough new numbers in the 359 prefix to provide new numbers for all staffers. We sat down and assigned numbers to staffers based on their basic job area to coincide with prior administration numbers. (i.e. Martha Beard, the prior scheduler's phone number will assigned to Kathy.) Empty offices will be assigned numbers temporarily until they are occupied. There are new numbers being installed in the private residence of the mansion and a line on the Governor's phone will have a priority ring into the mansion to let the family know it is the Governor calling.

Long distance codes will remain the same and be transferred to the Governor's office account from the Transition account. A form will be provided to each staff member with their code.

Items that need to be decided:

- 1) Do you want a phone in the conference rooms, mail room and kitchen?
- 2) When staffing of the Capitol has been decided - will numbers follow staffers?
- 3) How would you like you personal phone programed?