



MEMORANDUM

TO: Telecommunications Coordinators

FROM: Frank Cavallaro, Manager
Bureau of Communication and Computer Services

DATE: July 26, 1999

SUBJECT: Basic and Advanced P-Phone Training

The Division of Telecommunications will be conducting **Basic and Advanced P-Phone Training** sessions in both Chicago and Springfield in the month of August.

The training will include instruction on how to accurately complete the p-sheets, as well as how to use the technology. Specifically, the basic course will include:

- P-Phone models
- P-Phone compatibility with other equipment
- How to complete key sheets
- Basic P-Phone terminology and features

The advanced course will include the following:

- Advanced features (i.e. group intercom paging)
- How to look up P-phone features in Centrex-Mate

Chicago

Basic P-Phone Training

Tuesday, August 10, 1999

8 a.m. - 12 p.m.

Advanced P-Phone Training

Wednesday, August 11, 1999

8 a.m. - 12 p.m.

Room 2-026, JRTC
100 West Randolph St.
Chicago, Illinois 60601

Springfield

Basic P-Phone Training

Tuesday, August 24 or 31, 1999

8 a.m. - 12 p.m.

Advanced P-Phone Training

Wednesday, August 25, 1999 or

Wednesday, September 1, 1999

8 a.m. - 12 p.m.

Room 203, LLCC Capital City Center
130 West Mason Street
Springfield, Illinois 62702

Please R.S.V.P. to Mick Rothman at (312) 814-2966 to enroll for one of the scheduled courses.

FC:dw