

NorthmarkCommunications

Field Deployable Telecom Solutions

Application Notes: Temporary Offices

Situation: Your company, agency, or department may need to set up a temporary office at different field locations from time to time.

Solution: Create a “portable office” including all the supplies and equipment required, packed in easily carried storage containers, ready to go. This may be stored on site, or at another secure location. A Northmark Communications Field Deployable PBX Telephone System is a key part of this plan.

When the office is to be opened, place the DTS PBX case in a safe central location, connect the line jacks to incoming telephone lines, connect and run extension cables to each telephone location, and begin operating.

Assumptions: Conventional land-lines may not be immediately available at the temporary location. For situations where little or no advance notice is likely, cellular or satellite telephone equipment should be considered, and service should be arranged for in advance. When adequate advance notice is certain, you can contact the local phone company for landline installation. (Please note that this typically takes from one to four weeks in most areas.)

Considerations: Any permanent alternate location, cellular, or satellite telephone numbers should be distributed to those who need to know them well in advance.

If using landlines, set up the numbers as a “hunt group” with your local telephone company. This way, you only have to publish one telephone number. If the line is busy, the call will simply “roll over” to the next available line. Your cellular provider may be able to do this as well.

When necessary, other offices may forward key non-public phones to the temporary office numbers in the event that they need to abandon or close their primary offices.

Applicable Products

DTS-1000P series portable PBX systems
DTS-1800N large portable PBX system
Sky Connect II Iridium Satellite Phone Terminals
SX-5 series Cellular Telephone Terminals

See also: The application notes *Automated Attendant and Voice Mail*, and *Cellular and Satellite Considerations*