

	RESOURCE LIBRARY - TECHNICAL SERVICES Telephone Exchange Management	<i>CODE:</i> 07.01.039
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Purpose:

目的

Keep the equipment in good condition

保证设备安全正常运行。

Policy:

政策

Strict implementation of relevant operating procedures and method.

严格执行相关操作程序及使用方法。

Procedure:

程序

1. Daily inspections should be carried out and operating reports should be looked over;
进行日常巡察，随时注意运行报告；
2. If a switch failure is detected , error class and content identified should be included in the report;
如发现交换机故障，报告查出的故障等级、故障内容；
3. Analysis of the cause of the failure should be made in time to locate the failure;
及时分析出现故障的原因，确定故障部位；
4. A plan to handle the failure should be made according to the level of danger and the size of the sphere of influence;
根据故障的危险等级、影响范围的大小，制定出处理计划；
5. The line should be replaced or standby side should be activated;
更换线路或启用备用一侧；
6. Follow-up reports should be made and the situation of recovery should be inspected;
跟踪进行报告，检查故障排除情况；
7. The system should be checked to make sure whether it has returned to normal operation in order to ensure the communications of the hotel.
检查系统是否已恢复正常运行，保证酒店通讯畅通无阻。