



## Schedule document

### TEAMS CALLING

PUBLIC  
Node4 limited  
01/06/2024

# SCHEDULE DOCUMENT

## TEAMS CALLING

This Schedule contains additional terms, service description and Service Level Agreement applicable to Teams Calling Services and should be viewed with associated Order Form, Node4's General Terms and Conditions and the Acceptable Use Policy.

### 1. Overview

The Node4 Teams Calling Service provides Telephony, with the additional options of reporting and recording functionality for users of Microsoft Teams.

The Service utilises Node4 Data Centres, Connectivity and SIPLink infrastructure, as well as third-party hosted software applications.

### 2. Definitions

In addition to the definitions set out in the General Terms and Conditions, the following definitions shall apply to this Service Schedule:

**"Call Recording Solution"** means the ability to record telephone calls that transit Node4's Teams Calling platform;

**"Endpoint"** means a Client device which is identified as either a unique IP address or a Node4 provided username and password;

**"Teams Calling"** means Node4's Service that facilitates communication between Microsoft Teams and the PSTN (public switched telephone network).

**"Incident"** means an unplanned interruption to a service or a reduction in service quality.

**"Onboarding Fee"** means charges payable by the Client for the initial Onboarding of Teams Calling Services as provided in the Order Form;

**"Monthly Review Period"** means the calendar monthly periods commencing on the 1st of each month during the Term, over which Service performance measurements are calculated,

provided that the first Monthly Review Period will commence when the implementation of such Product or Service is completed by Node4 and such Product or Service is available for use by the Client.

**"Microsoft Teams"** means the hosted communication platform that is owned and managed by Microsoft.

**"Non-Service Affecting Incident"** means a Incident or condition which is not a Service Affecting Incident.

**"Planned Outage"** means proactive work required to maintain the service provided, Node4 may with reasonable notice require a temporary outage in service. Wherever possible Node4 will agree the outage with you in advance of the required work. Any planned downtime shall not be included in Incident or service reliability measurements.

**"Professional Service Fees"** means the professional service charges detailed on the Order Form or otherwise agreed in writing between the Parties in accordance with Clause 4 below.

**"QoS"** means Quality of Service. This relates to the quality of audio and video received by the user of the service. This can be affected by the Endpoints (devices) at either end of the conversation, or the transmission mechanism between the Endpoints (the Network, or "Internet"). QoS is measured using Industry-standard Mean Opinion Score algorithms rather than by user perception (which is considered to be subjective)

**"Recording(s)"** means any call recording(s) resulting from the Teams Call Recording Solution;

**"Service Availability"** means the time for which a Node4 service is usable, expressed as a percentage of the total time in a given **Monthly Review Period**. The Node4 service shall be deemed available for the purposes of calculating Service Availability if it is not usable due to an event outside our reasonable control, a Client Responsible Incident, a Third Party Attributable Incident or is due to a Planned Outage.

**"Service Desk"** means the single point of entry for all Service Tickets and Service Requests which can be accessed over the phone, by email or via our portal.

**“Service Request”** means a request for a change for information.

**“Service Ticket”** means the tickets which are raised in relation to Incident or Service Request.

**“Teams Phone”** means the Microsoft calling feature licence that is applied to a User. A Microsoft Teams users requires this licence to enable them to consume the Node4 Teams Calling Service

**“Third Party Attributable Incident”** means in the event that a Service Affecting or Non-Service Affecting Incident is identified as being attributable to a third party this measurement period shall not be included in service availability measurements. Such Incidents do not qualify for rebates or compensation. Node4 will endeavour to resolve and rectify such Third Party Attributable Incident as soon as possible.

### 3. Specific terms

The following terms and conditions shall apply when Node4 provides Teams Calling Services to the Client.

#### 3.1 Third parties

Node4 shall not be liable in respect of any contract, agreement or relationship that Client may have with any third party. If a dispute arises between Client and a third party involving Node4’s Teams Calling Service, Node4 shall provide the Client with reasonable information and assistance (to the extent that such is not adverse to Node4’s interests to Client (at Client’s expense) in the resolution of such dispute).

For the avoidance of doubt all charges and sums due to Node4 shall be paid in full by the Client by the due date notwithstanding that the Client may not have received payments from its End-User where the services are being resold. Any dispute between the Client and its End-users is the sole responsibility of the Client. Any fraud or other improper use of the service shall not relieve the Client of its payment obligation to Node4.

#### 3.2 Credit limit

Clients may be set a credit limit for call spend. If this call spend limit is exceeded, then the service may be automatically suspended. If the Client believes this credit limit will be exceeded, then it is important that

contact is made with the Node4 Accounts Department to ensure continuation of service.

It should be noted that call charges in excess of the credit limit are still payable by the Client.

#### 3.3 Compliance

Node4 Teams Call Recording systems are provided as per the specification on the Order Form. Businesses considering interception, recording or monitoring of telephone calls or emails are advised to seek their own independent legal advice to ensure the agreed solution meets any legal or regulatory requirements.

#### 3.4 Client data

The Client shall be liable for the accuracy, quality, integrity and legality of the Client data that Client creates from its use of the collaboration tool, including, voice recording, video recording, instant messaging, and other communications. Client represents and warrants that Client owns all Client data created within the collaboration tools and that the Client has permission from the rightful owner for its use.

Node4 disclaims all liability relating to any Client data with the collaboration solution, and for all liability relating to unauthorized use (by other users) of Client data.

### 4. Fees

Fees will commence when the implementation of such Product or Service is completed by Node4 and such Product or Service is available for use by the Client. Fees may comprise of any or all of the following aspects.

#### 4.1 Onboarding fees

Any applicable Onboarding or Installation Charges for the implementation of the Teams Calling Service shall be detailed on the Order Form.

#### 4.2 Rental fees

Rental charges are paid either monthly or annually in advance based on the service provided and any other related service and are identified on the Order Form.

### 4.3 Call fees

Call Fees are payable on a per second basis. These fees are levied on the basis of successful call completions made on any of the Endpoints associated with the Service. Second based usage Fees shall be subject to a call tariff as detailed on the Order Form.

Where Inclusive Minutes are provided (for example, “unlimited UK national and mobile calls”) this will be outlined on the Order Form. All other calls will be charged for subject to the provided call tariff.

A Fair Use policy applies to Inclusive Minutes:

- Calls cannot be initiated automatically. They are to be made by human operators. Preview and Auto Diallers are prohibited.
- Individual users should utilise less than 9,600 minutes per month
- No more than 30% of calls should be made to 03 prefixed destinations

### 4.4 Professional services

Additional tasks undertaken at the request of the Client by Node4 personnel, will be charged at rates agreed between the parties in advance.

### 4.5 Number Porting fees

Telephone numbers that are “ported” into the platform from the Losing Provider are subject to Number Porting fees. These depend on the type of number, the size of the number range and the quantity of requests. Fees are outlined on the Order Form.

## 5. Provision of services

The Node4 Teams Calling Service provides the Client:

- The ability to associate their Microsoft 365 tenant with the Service. Powershell scripts will be provided for the Client to apply to their tenant to enable this.
- the ability to make and receive telephone calls via the Node4 SIPLink platform
- the ability to access realtime and historical reporting data and reports (“Teams Calling Enhanced” Service only)
- the ability to record and retrieve calls (Optional “Teams Call Recording” Service)
- other applications identified on the Order Form

- Node4 are not responsible for QoS, unless delivered across a Node4’s QoS enabled service

The Node4 Teams Calling Service can be utilised by any supported device:

Requirements for Teams software installation are as per Microsoft specifications :  
<https://learn.microsoft.com/en-us/microsoftteams/get-clients>

Supported Hardware Endpoints (phones, video devices, etc) are as per the Microsoft compatibility list :

<https://www.microsoft.com/en-us/microsoft-teams/across-devices/devices>

The Teams Calling Service requires the Client to have Microsoft Licencing and Microsoft Teams subscriptions in place and operational.

### 5.1 Service installation and provisioning

Node4 agree to use reasonable endeavours to install and provide the Service within the timeframes defined in the Order Form. Node4 commit to notify the Client in the event of any delays in providing the Service.

### 5.2 Voice

A Teams Phone enabled user will have access to a dial pad within their Microsoft Teams client. Any calls initiated by this dialer (or by clicking on a Users Telephone Number) will be attempted via the Service.

Any calls received from the PSTN on telephone numbers hosted by Node4 will be processed by this Service and delivered to Microsoft Teams.

### 5.3 Voicemail and integrated voice messaging

This Service provides a fully integrated voicemail solution, accessible via the Teams application or supported endpoints.

### 5.4 Call recording

The Teams Call Recording Solution saves the audio, video and content sharing data to a cloud-based storage location.

Any recordings and any data contained within the Recordings are the responsibility and property of the Client. Client must provide Node4 with written notice of all users that it requires to be recorded by the Call Recording Solution and the Client is solely responsible for notifying Node4 of any changes, deletions or amendments to any such requirements.

Unless otherwise agreed with Node4, Node4 will commence recording of calls automatically on call answer and will terminate recording on call release.

Node4 reserves the right to refuse access to any recordings, subject to being provided with such evidence as it may require that the relevant requestee has authority to access such recordings. Node4 will store all Recordings for the Term unless otherwise stated in the Order Form and will charge the Client for such storage at the rates set out on the Order Form.

The Client should ensure that all recordings it wishes to retain have been downloaded as Node4 will delete all recordings relating to such Call Recording Solution immediately following termination of any Call Recording Solution (or as provided in the Order Form) and will have no liability to the Client in regard of such deletion.

### 5.5 Call reporting and analytics

If specified on the Order Form, call reporting and analytics can provide call analysis data to Clients. This enables Clients to monitor and measure call usage and provided data for optimisation.

The solution provides the ability to run reports (schedule or ad-hoc) on historic call detail records. This integrates with Microsoft Teams to provide data relating to end user devices, external calls and user activity.

The reporting platform stores call data (not audio) onto a cloud storage location that is accessible to Clients authorised personnel, using unique password protected logins. The call data will include the source and destination telephone numbers, call duration, disconnection reason and information relating to the call quality.

### 5.6 Numbering, emergency services, number porting

Please refer to the SIPLink Schedule for details [here](#):

<https://node4.co.uk/app/uploads/2022/07/Schedule-SIPLink-07.04.2021-release.pdf>

### 5.7 Number allocation and porting charges

If specified on the Order Form, where agreements are in place Node4 can port Clients' existing numbers or allocate new geographic, non-geographic and international numbers for use on Teams Calling Services. Fees for number set-up and porting are identified on the Order Form.

If the Client cancels or changes the date once a porting request has been confirmed Node4 will charge an administration fee of £60.00 for each request affected.

### 5.8 Hardware

If specified on the Order Form, as part of a collaboration solution hardware may be supplied including, but not restricted to:

- IP Phones
- Telepresence devices
- Switches (optional PoE)
- Routers

Any hardware supplied is not covered under the Service Level Agreement but hardware maintenance can be provided and if taken is identified on the Order Form.

### 5.9 CDR definition

If specified on the Order Form, where Client's choose to bill their Clients for calls, CDR's will be placed on the portal for the Client to download on a monthly basis. Node4 will use its reasonable endeavours to ensure that the CDR download facility is permanently available. Any Incidents with the CDR facilities should be reported to the Service Desk, in accordance with the incident management procedures. Node4 accept no responsibility for the validity of the billing data sent by the Client to third parties.

### 5.10 Data storage and retention

Call data (call records, recordings and metadata) are stored within cloud-based storage locations, located within the United Kingdom.

With regard to data capture, storage or access, Node4 do not guarantee compliance to any industry specific regulations which the Client is itself bound to for their industry (e.g. FCA in financial services). Should any Client have specific requirements in these industries, please speak to Node4 in the first instance prior to placing an order.

### 5.11 Client support

Node4 provides the Teams Calling Service direct to the Client. The Client commits to fully manage all their customers and suppliers directly. Node4 will not interface directly with any third parties working with the Client. If the Client requires Node4 to provide their customers with a customer care or Network Operations Centre (NOC) service this is available on request and subject to professional service fees.

### 5.12 Connectivity

If specified on the Order Form, connectivity between Node4 and the Client site is ideally provided using a Node4-supplied connectivity solution. This is covered by a separate service provision and service levels. Please refer to the relevant connectivity schedule for more details.

### 5.13 Maintenance window

Where Node4 plans to perform essential works Node4 will endeavour to perform such works during low traffic periods and will endeavour to give the Client at least five (5) days prior notice. In the event of an emergency or service affecting fault such notice may be less than 24 hours.

### 5.14 Professional services

Node4 can provide full range of professional services including but are not limited to:

- installation and configuration
- remote services
- management

The professional services are subject charges which can be provided by your sales Account Manager.

All incremental expenses incurred during these Professional Services will be passed directly to the Client. Provisioning costs such as cabling will be discussed and agreed with the Client in the Order Form.

### 5.15 Service Requests

Standard MACs (Moves, Adds and Changes) are included (fair use policy applies).

Service requests conducted outside of the support contract, or change request implemented outside normal business hours will be dealt with as chargeable projects and subject to the Support and Professional Services Fees in 4.4.

Additional orders – any additions or changes that incur additional cost will be managed via Node4's standard ordering process.

## 6. Incident management

### 6.1 Incident handling

Incidents are handled as outlined in the Incident Management Schedule.

### 6.2 Hours of support

The following table details the different Support Hours relating to the support hours defined on the Order Form

Support Hours	
Gold	Priority 1 and 2 - Support hours 24/7  Priority 3,4 and Service Request - Support hours between 7am and 7pm weekdays, excluding bank and national holidays

### 6.3 Incident priority

Each new Incident will be assigned a priority level by the Service Desk based on the following definitions. These levels allow us to prioritise resources and escalate where appropriate.

Priority	Description
1 - Critical	A major Incident resulting in total loss of service.
2 - High	A major Incident resulting in a severe service degradation or loss of service to a significant percentage of users.
3 - Medium	A minor Incident resulting in a limited or degraded service or a single end user unable to work.

4 - Low	General, single user with degraded service, non-service affecting support.
5 - Service Request	Request for a change to an existing service or system, a request for information or simple questionnaire to be completed.

## 6.4 Time to repair

Node4 aims to respond, update and resolve Incidents in relation to the Teams Calling Service within the following times:

Priority	P1	P2	P3	P4	Service Request
Response / Acknowledgment	30 Mins	1 Hour	2 Hours	4 Hours	12 Hours
Commencement	1 Hour	2 Hours	4 Hours	N/A	N/A
Frequency of Updates	1 Hour	2 Hours	12 hours if Resolve / Target to Fix exceeded		
Resolve / Target to Fix	4 Hours	8 Hours	12 Hours	36 Hours	60 Hours

Resolution times in the table above do not apply where there is a Client Responsible Incident, a Third Party Attributable Incidents or events outside Node4's reasonable control, any incidents including these aspects will be excluded from reporting provided.

All priority 1 & 2 Incidents should be raised via the Service Desk by a phone call. For this we recommend that the Client maintain at least one alternative method of PSTN calling (e.g. a mobile phone). Should a priority 1 or 2 incident be raised via the portal or e-mail, the Client is required to follow this up with a corresponding phone call to enable work to commence immediately on the issue.

## 6.5 Incident duration

The exact Incident duration will be calculated as the elapsed time between the Service Ticket being

opened Service Desk and the time when Service is restored.

## 7. Service credits

### 7.1 Availability

The service is "Available" when the Teams Calling Service is able to deliver inbound and outbound calls.

The following equation will be used to calculate Service Availability. References to minutes are to the number of minutes in the applicable Monthly Review Period:

$$((\text{Total minutes} - \text{Total minutes Unavailable}) / \text{Total minutes}) \times 100$$

Service Availability during Monthly Review Period	Service Credits as % of Monthly Rental Charge for Teams Calling Service
<99.99%-99.8%	2%
<99.8%-99.5%	5%
<99.5%-99.0%	10%
<99.0%-98.0%	15%
<98%	20%

### 7.2 Calculation of service credits

Where a Monthly Review Period incorporates part of a month, any Service credit will apply to a pro-rated Monthly Charge.

Service credits will be calculated monthly, aggregated and credited to the Client on a quarterly basis.

If a service is cancelled during a Monthly Review Period, no service credit will be payable in respect of that circuit for that Monthly Review Period.

The Client must claim any service credit due to a failure to meet the service levels, in writing, within twenty one (21) business days of the date at which the Client could reasonably be expected to become aware of such failure. The Client shall not be entitled to any service credits in respect of a claim unless and until Node4 has received notice of the claim in

writing in accordance with the above. Should Node4 require additional information from the Client, the Client shall assist, and shall not be entitled to any service credits until Node4 has received all the information it has reasonably requested.

### **7.3 Exclusions to payment of service credits**

Service credits will not be payable by Node4 to the Client in relation to the Service Availability for Incidents or disruptions to the Service caused by any of the following:

- The Incident, action or negligence of the Client, its employees, agents or contractors;
- The Client failing to comply with Node4's Standard Terms and Conditions;
- An incident in, or any other problem associated with, equipment connected on the Client's side of the Node4 network termination point, except where such incident or problem is directly caused by the incident action or negligence of Node4, its employees, agents or contractors;
- Any event described in clause 10 (Force Majeure) of Node4's Standard Terms and Conditions;
- A failure by the Client to give Node4 access to any equipment after being requested to do so by Node4; or
- Maintenance during any Planned Outage
- Connectivity (covered by the relevant Connectivity schedule)
- Hardware on the Client site

Service credits are not applicable for more than one breach of any targets outlined in this document arising from the same occurrence.

In respect of any Monthly Review Period, the total amount of any service credit payable in relation to any service level breach shall not exceed 50% of the Monthly Charge for the affected Service.

The provision of Service credits shall be the sole and exclusive remedy for the failure to meet targets for the Teams Calling Service. Node4 shall have no additional liability to the Client.