

Network & Telecommunication Work Order

Telecom Use Only

Contact Name: _____ & Extension: _____
 Contact Email Address: _____
 Department Name: _____ Internal Req#: _____
 Bill one-time work order charges to **Extension Number** (5 digits): _____
 Bill Monthly Service to **Chart Fields:** (Required) Fund- _____ Dept- _____
 (Optional) Prog- _____ Class- _____ Proj- _____
 Date Ordered: _____ Date Needed: _____
 ASM Authorization: _____ Date: _____
 Division Authorization: _____ Date: _____

Date Rec _____ WO# _____
 Date Proc _____ Proj# _____
 Ext _____ Auth/CIL _____
 Port _____ CAT _____
 Div _____ Spex _____
 PUG _____ HUG _____
 Date Sent _____ TRep _____
 CF/LA# _____

Activity

Install/Add New Service

In Building # _____ In Room # _____

For **new telephone services** one selection from each category in **Service Groups**, and complete Directory/Database Information are required. For **all new services** a floor plan attached to work order form is required. Select any Feature Options. **NOTE:** This category of activity includes advanced technology such as UMS, LAN, local point to point printer connections, special applications, or installing a TAU digital data device.

Disconnect/Delete Existing Service Remove TAU only

Ext: _____ Remove instrument? Y / N (circle one)

In Building # _____ In Room # _____

Change Existing Service

Ext: _____

In Building # _____

Change Analog to Digital

Change Digital to Analog

In Room # _____

Select from applicable **Options** listed below. **NOTE:** This category includes adding a TAU to an existing digital set, software updates such as Authorization Code, Dialing Access, Programmable Features, or changes in billing.

Move Existing Service

Ext: _____

From Building # _____

In Room # _____

To Building # _____

In Room # _____

** For instructions and general information, see reverse side. **

Service Groups

Digital & Analog Telephone Types

- Standard Digital Set
- Console Digital Set
- Standard Digital Set w/F1-F4 Keys
- Console Digital Set w/F1-F4 Keys
- Analog Desk Set
- Analog Wall Set
- Analog Line - Alarm
- Analog Line - Fax
- Analog Line - Modem

Outbound Dialing Access Types

- (1) Campus
- (2) Local
- (3) State
- (4) National
- (5) International

Inbound Dialing Access Types

- From On-Campus & Off-Campus (DID)
- From On-Campus only (NonDID)

Service Options

Advanced Technology (See NOTES above)

- UMS Premiere Package
- Network/Data Connection
- Network Software
- Local Point to Point Connection
- ACD Programming
- TAU Digital Data Device

Authorization Code

Billing Extension: _____

- Add Change Delete

Auth Code Outbound Access (1 - 5): _____

Change Billing Ext Outbound Access to: _____

(Directory information must accompany adds)

Accessories

- 12' Handset Cord
- 14' Line Cord
- 25' Line Cord
- Other: _____

Feature Options

Programmable Options

- Call Diversion to: _____
- Pick Up Group - Add number to same group as ext: _____
- Hunt Group - Add number to hunt group pilot: _____
- No Call Waiting (Fax/Modem/Alarm)
- Abbreviated Dialing (Speed Dialing)

Programmable Keys (For digital sets)

- Common Hold
- End-to-End Signaling
- Message Waiting Light
- ODN2 (Free on Access 2)

Other Options

- Calling Card
- Voice Mail
- Cellular Telephone
- Announcement/Disconnect Referral

Additional Instructions: _____

Directory/Database Information

Do not publish number in campus directories. (Complete this section for email accounts, and whether or not extension number is to be published.)

Last Name or Description: _____ First Name: _____ Email Address: _____

Title: _____ Department: _____ Building & Room #: _____