


# 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: \_\_\_\_\_  Site: \_\_\_\_\_  
 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

Change Analog to Digital

Ext: \_\_\_\_\_

Change Digital to Analog

In Building # \_\_\_\_\_

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 #: \_\_\_\_\_

Distribution: White & Canary = ITS, Pink = ASM (Remove before forwarding), Gold = Requester (Remove before forwarding)

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