

Network & Telecommunication Work Order

Contact Name: _____ & Extension: _____
Contact Email Address: _____
Department Name: _____ Internal Req#: _____
Bill one-time work order charge to **Extension Number** (5 digits): _____
Bill monthly service to **Chart Fields**: (Required) Fund- _____ Dept- _____
(Optional) Prog- _____ Class- _____ Proj- _____
Billing #: _____ Foundation ASI 49er Other
Date Ordered: _____ Date Needed: _____
Authorization: _____ Date: _____

Telecom Use Only

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

Activity

Install/Add New Service/Telephone
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
Ext: _____ Remove instrument? Y / N (circle one)
In Building # _____ In Room # _____

Change Existing Service
Ext: _____
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/Telephone
Ext: _____
From Building # _____ In Room # _____
To Building # _____ In Room # _____

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 #: _____