

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: _____

In Building # _____ In Room # _____

☐ Remove TAU only

Remove instrument? Y / N (circle one)

☐ 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/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 #: _____