TELECOMMUNICATIONS ACD NAVIGATOR FORM

Contact Information:
- Department: ____________________________
- Name: ________________________________
- Phone: ________________________________
- Fax and e-mail: _________________________
- Campus Address: _______________________ 
- Date: ________________________________

Billing Information for New Phone Line:
- Account for work order charges: **
- Account for monthly charges: **
- Authorized Signature: **
- Billing address: ________________________

Use this form if you are requesting to keep your existing Dterm phone for line appearances and need to install a new separate ACD phone.

Price List for state accounts (for non-state accounts, add 15.51 % surcharge):
- Jack installation: TBD
- Activate an available jack: $102
- Monthly charge per extension: $25
- Dterm 8 button Telephone with Display: $150
- Program Existing Dterm to an ACD Phone: $112
- Consultation Labor ($112/hour): TBD

1. Which building is this for? _________________________________________________________
2. What is the room number? _______________________________________________________
3. Do you need a new jack installed? ___ Yes or ___ No - If no, what is the available jack number? ______________
4. Do you need a new extension? ___ Yes or ___ No - If no, what is the extension? ______________
5. Who will be assigned to this extension? _____________________________________________
6. Do you need voicemail? (Check one) ___ Yes or ___ No;
7. Do you need voicemail email notification, if yes, provide email _____________________________
8. Who is the contact person to coordinate access for the technician? _________________________
9. What extension do you want listed for this person for the University Switchboard? ______________

All requests require a minimum of a 2-week notice from October through April and a 4-week notice for May through September. For any additional questions, please call extension 7-3800.

Return this form to:
Telecommunications Service Center
Management Services Center, Room 209
or fax it to extension 7-3810.

A representative from the Telecommunications Office will contact you with the date this work is scheduled.

**Account number and signature from an authorized signatory is mandatory. Work orders will not be processed without these pieces of information.**

Updated: 05-10-2012