

TELECOMMUNICATIONS ACD NAVIGATOR FORM

Updated: April 22, 2011

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 and activate a new or existing extension | \$286+102 |
| Activate an available jack | \$102 |
| Monthly charge per extension | \$25 |
| Dterm Series E 8 button Telephone with Display | \$150 |
| Installation for ACD phone | \$113 |
| Consultation Labor (\$113/hour) | TBD |

1. Which building is this for? _____
2. What is the room number? _____
3. Do you need a new jack installed? **YES** or
(Check one) **NO** - If no, what is the available jack number? _____
4. Do you need a new extension? **YES** or
(Check one) **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. Who is the contact person to coordinate access for the technician? _____
8. 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.**