

TELECOMMUNICATION'S USER INFORMATION UPDATE FORM

CONTACT INFORMATION:

Department: _____
 Name: _____
 Phone and Fax: _____
 e-mail: _____
 Campus Address: _____
 Date: _____

BILLING INFORMATION FOR NEW PHONE LINE:

Account for work order charges: *** _____
 Account for monthly charges: *** _____
 Authorized Signature: *** _____

Please use the form below to inform us of any telephone or data updates that need to occur.

All requests require a minimum of a 2-week notice from October through April and 4-week notice for May through September.

Price List for state accounts (For non-state accounts, add 15.51 % surcharge):

Moving existing extension from one jack to another \$153
 Deactivate a data jack from one location & activate it in another location* \$88

Updated: April 22, 2011

CURRENT INFORMATION:							DESIRED INFORMATION:						
Ext.	Previous or Current user	Building & Room #	Voice Jack	*Deactivate Data Jack	Delete PSC?	Delete Voicemail?	New User (enter "VACANT" if there is no new replacement. Leave blank for no changes)	Building & Room #	Voice Jack	*Activate Data Jack	**New PSC	New Voice mail	Listed # for Switchboard

** Deactivating a data jack in your current location and Activating a data jack in a new location should only be done if the new location doesn't have an active data jack.*

**** Calling Capabilities for PSCs are:** International, Continental US, New York State, or 518 Area Code

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

For immediate assistance, please call the **Telecommunication Service Center at 73800**

Fax completed form to extension 73810 or mail to: Office of Telecommunications, Management Service Center, Room 209

A representative from the Office of Telecommunications will contact you with the date that the work has been scheduled.