

**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.  
 There is a **minimum of 2 weeks notice** for any work orders.

Price List for state accounts ( For non-state accounts, add 15.51 % surcharge):  
 Moving existing extension from one jack to another \$115  
 Deactivate a data jack from one location & activate it in another location \$88

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** or send email to: [telecom@uamail.albany.edu](mailto:telecom@uamail.albany.edu)

**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.