

Telephone / Network Request Form

Revised 2/21/2017

Please complete this form, print and fax to 545-4656. If you have any questions regarding this form, please call 545-2171.

Department: _____ Date: _____
 NetCom Rep: _____ NetCom Rep Phone: _____
 Charge One-time Cost to Speedtype: _____ Charge recurring Costs to Speedtype: _____
 Project/Grant #: _____ Signature of Principal Investigator: _____
NetCom Rep Signature: _____

Telephone Request Install* De-Install Move Upgrade/Downgrade Suspend/UnSuspend

Current Information:

Phone Number: _____
 Building: _____
 Room: _____
 Jack: _____
 Phone Model: _____

New Information: (As needed)

Phone Number: _____
 Building: _____
 Room: _____
 Jack: _____
 Phone Model: _____
 User Name: _____

*Unless restrictions are requested, long distance service will be set to unrestricted. If you want this line restricted, please check below:

Default/Unrestricted Restrict to U.S.

Notes: _____

Telephone Feature change

Choose one: Add Feature Remove Feature

Extension: _____ Phone Model: _____

Check appropriate service:

- | | |
|---|--|
| <input type="checkbox"/> Pick up group # _____ | <input type="checkbox"/> Call diversion divert to: _____ |
| <input type="checkbox"/> Accept 2 nd Call | <input type="checkbox"/> Install MDN extension # to be added/removed |
| <input type="checkbox"/> Hunt Group/Hunt group pilot #: _____ | <input type="checkbox"/> Personal Number List: _____ |

Notes: _____

Ethernet Service Request

Choose One: Activate Deactivate Network Device:

Install (Choose one): 10 MBS 100 MBS Building: _____

Room: _____ Jack: _____

Notes: _____
