

# VOICE LINE AND TELEPHONE INSTRUMENT SERVICE REQUEST, ADDITIONAL ITEMS

THE UNIVERSITY OF TEXAS AT AUSTIN, INFORMATION TECHNOLOGY SERVICES

Attach to "Voice Line and Telephone Instrument Service Request"

DEPARTMENT \_\_\_\_\_ DATE \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ PHONE \_\_\_\_\_ BLDG/ROOM \_\_\_\_\_

**CALL (512) 471-5800 IF YOU HAVE ANY QUESTIONS ABOUT THIS ORDER FORM.**

<b>Item</b>	<b>NEW SERVICE:</b> YES <input type="checkbox"/> NO <input type="checkbox"/>	<b>TYPE OF SERVICE:</b> DISCONNECT* <input type="checkbox"/> INSTALL <input type="checkbox"/> MOVE** <input type="checkbox"/> OTHER <input type="checkbox"/>		
<b>EXISTING PHONE NUMBER</b> _____	<b>BLDG</b> _____	<b>ROOM</b> _____	<b>JACK NUMBER</b> _____	
<b>DESKSET TYPE/NO.</b> _____	<b>COLOR:</b> ASH <input type="checkbox"/> BLACK <input type="checkbox"/>		<b>INTERCOM NUMBER</b> _____	
<b>HEADSET MODEL/NO.</b> _____	<b>ADAPTER</b> YES <input type="checkbox"/> NO <input type="checkbox"/>	<b>POWER SUPPLY</b> YES <input type="checkbox"/> NO <input type="checkbox"/>		
<b>Is VOICE MAIL requested?</b> YES <input type="checkbox"/> NO <input type="checkbox"/> (If yes, please order at <a href="http://www.utexas.edu/its/smartvoice">www.utexas.edu/its/smartvoice</a> after you receive the new phone no.)				
<b>*For DISCONNECTS, is this a:</b> TOTAL DISCONNECT <input type="checkbox"/> or (select all that apply): LINE <input type="checkbox"/> EQUIPMENT <input type="checkbox"/> VOICE MAIL <input type="checkbox"/>				
<b>**MOVE: FROM:</b> BUILDING _____ ROOM _____ JACK NUMBER _____				
TO: BUILDING _____ ROOM _____ JACK NUMBER _____				
<i>Remarks:</i>				

<b>Item</b>	<b>NEW SERVICE:</b> YES <input type="checkbox"/> NO <input type="checkbox"/>	<b>TYPE OF SERVICE:</b> DISCONNECT* <input type="checkbox"/> INSTALL <input type="checkbox"/> MOVE** <input type="checkbox"/> OTHER <input type="checkbox"/>		
<b>EXISTING PHONE NUMBER</b> _____	<b>BLDG</b> _____	<b>ROOM</b> _____	<b>JACK NUMBER</b> _____	
<b>DESKSET TYPE/NO.</b> _____	<b>COLOR:</b> ASH <input type="checkbox"/> BLACK <input type="checkbox"/>		<b>INTERCOM NUMBER</b> _____	
<b>HEADSET MODEL/NO.</b> _____	<b>ADAPTER</b> YES <input type="checkbox"/> NO <input type="checkbox"/>	<b>POWER SUPPLY</b> YES <input type="checkbox"/> NO <input type="checkbox"/>		
<b>Is VOICE MAIL requested?</b> YES <input type="checkbox"/> NO <input type="checkbox"/> (If yes, please order at <a href="http://www.utexas.edu/its/smartvoice">www.utexas.edu/its/smartvoice</a> after you receive the new phone no.)				
<b>*For DISCONNECTS, is this a:</b> TOTAL DISCONNECT <input type="checkbox"/> or (select all that apply): LINE <input type="checkbox"/> EQUIPMENT <input type="checkbox"/> VOICE MAIL <input type="checkbox"/>				
<b>**MOVE: FROM:</b> BUILDING _____ ROOM _____ JACK NUMBER _____				
TO: BUILDING _____ ROOM _____ JACK NUMBER _____				
<i>Remarks:</i>				

<b>Item</b>	<b>NEW SERVICE:</b> YES <input type="checkbox"/> NO <input type="checkbox"/>	<b>TYPE OF SERVICE:</b> DISCONNECT* <input type="checkbox"/> INSTALL <input type="checkbox"/> MOVE** <input type="checkbox"/> OTHER <input type="checkbox"/>		
<b>EXISTING PHONE NUMBER</b> _____	<b>BLDG</b> _____	<b>ROOM</b> _____	<b>JACK NUMBER</b> _____	
<b>DESKSET TYPE/NO.</b> _____	<b>COLOR:</b> ASH <input type="checkbox"/> BLACK <input type="checkbox"/>		<b>INTERCOM NUMBER</b> _____	
<b>HEADSET MODEL/NO.</b> _____	<b>ADAPTER</b> YES <input type="checkbox"/> NO <input type="checkbox"/>	<b>POWER SUPPLY</b> YES <input type="checkbox"/> NO <input type="checkbox"/>		
<b>Is VOICE MAIL requested?</b> YES <input type="checkbox"/> NO <input type="checkbox"/> (If yes, please order at <a href="http://www.utexas.edu/its/smartvoice">www.utexas.edu/its/smartvoice</a> after you receive the new phone no.)				
<b>*For DISCONNECTS, is this a:</b> TOTAL DISCONNECT <input type="checkbox"/> or (select all that apply): LINE <input type="checkbox"/> EQUIPMENT <input type="checkbox"/> VOICE MAIL <input type="checkbox"/>				
<b>**MOVE: FROM:</b> BUILDING _____ ROOM _____ JACK NUMBER _____				
TO: BUILDING _____ ROOM _____ JACK NUMBER _____				
<i>Remarks:</i>				

ATTACH ADDITIONAL PAGE(S) IF NEEDED