

TELEPHONE SERVICE REQUEST

ITCOM USE

Date Prepared _____

UMD DEPARTMENT _____

Contact Name _____

E-Mail (required) _____

Phone _____

Campus Mail _____

UMD - DEPARTMENT CONTACT

Contact Name _____

Campus Mail _____

E-Mail _____ Phone: _____

ITCom

ALL REQUEST FOR NEW PHONES OR TO MOVE EXISTING PHONES TO A NEW LOCATION SHOULD BE SENT TO:

JUDY WILSON - ITS - UMDEARBORN
 FAX: 313-593-5065
 PHONE: 313-593-4188

If you need assistance completing this form please call **313-593-4188**

Choose all Letters that Apply & Complete the Corresponding Sections on the pages to follow	
A.	AUTHCODE
B.	CALLING CARD
C.	ADD'L EQPT TO PURCH
D.	DISCONNECT LINE
E.	NEW SERVICE
F.	CHANGE SERVICE
G.	ADD'L WORKSPACE

SUMMARY SUBSCRIBER I.D.	
T/M #	
AREA	BLDG #

CUSTOMER USE

REFERENCE #

DUE BY: _____ **EXPEDITE BY:** _____
 ADDITIONAL CHARGES APPLY. If your order cannot be completed as requested, you will be notified by a Customer Service Representative.

BILLING

Chartfields are required for ALL orders. To CHANGE chartfield information, use the Chartfield Change Request form found at <http://www.itcom.itd.umich.edu/orders>

CHARTFIELDS	FUND 5-Digit Numeric	DEPT(ORG) 6-Digit Numeric	PROGRAM 5-Digit Alpha/Num	CLASS(SUBCLASS) 5-Digit Alpha/Num	PROJECT/GRANT 15-Digit Alpha/Num
INSTALLATION FEES <small>Required for ALL orders</small>					
MONTHLY FEES <small>New Installation Only</small>					
LOCAL CALL FEES <small>New Installation Only</small>					
LONG DISTANCE FEES <small>New Installation Only</small>					

Authorized Signer Print: _____ Sign: _____ Phone: _____ Uniqname: _____

A Authcode

		ITCOM USE SUBSCRIBER ID	TO BE CANCELLED	ITCOM USE SUBSCRIBER ID
New Name or Phone #			Name or Phone #	
New Name or Phone #			Name or Phone #	

B Calling Card

		CHOOSE ONE		TO BE CANCELLED	CHOOSE ONE	
		SPRINT	AT&T		SPRINT	AT&T
New Cardholder Name				Card Number		
New Cardholder Name				Card Number		

C Special Order Items to Purchase

<http://www.itcom.itd.umich.edu/catalog.html>

QTY:	ITEM #:	DESCRIPTION:
QTY:	ITEM #:	DESCRIPTION:

Choose from list below or Search Product Catalog

ITEM #	DESCRIPTION	PRICE
H51	Headset	see Product Catalog
	Mounting Cord (14' or 25' ?)	see Product Catalog
KX-TC1450	900 MHz Cordless Phone	see Product Catalog
W-10	Amplified Handset	see Product Catalog
	Handset Cord (12' or 25' ?)	see Product Catalog

TELEPHONE SERVICE REQUEST

PAGE TWO OF: _____

DEPARTMENT: _____

D Disconnect Service

				ITCOM
Phone Number	Building	Room	Jack	ISSUE #

E New Telephone Service

**Only Standard Features will be installed unless indicated below

Proposed Bldg & Room	Proposed Jack	Conduit Exists Y/N?	*Phone Type	**Optional Features	***Call Capability	ITCOM USE	
						NEW DN	ISSUE #
NOTES:							
NOTES:							
NOTES:							
NOTES:							

F Change Existing Service / Features / Location

Existing Phone Number	Existing Room	Existing Jack	Proposed Bldg & Room	Proposed Jack	*Phone Type	**Optional Features ADD	**Optional Features REMOVE	***Call Capability	Conduit Exists Y/N?	ITCOM USE	
										NEW DN	ISSUE #
NOTES:											
NOTES:											
NOTES:											
NOTES:											

*	Telephone Type
P	PERSONAL SET
E	ELECTRONIC SET
ED	ELECTRONIC SET WITH DISPLAY
S	SPEAKER PHONE
ESD	ELECTRONIC SPEAKER PHONE WITH DISPLAY
CP	CUSTOMER PURCHASED EQPT
***	Optional Features
BLF	BUSY LAMP FIELD
DNH	DIRECTORY NUMBER HUNT
CPU	CALL PICK UP GROUP (Specify Existing # in NOTES)
VCML	VOICE MAIL
MDN	MULTIPLE APPEARANCE DIRECTORY NUMBER (specify existing # in NOTES)
SCA	SPEED CALL ARRANGEMENT
*****	Dialing Capability and/or Restriction
A	UM CALLS ONLY
B	UM & LOCAL CALLS
C	UM, LOCAL, LONG DISTANCE CALLS
D	UM, LOCAL, LONG DISTANCE, INTERNATIONAL
OT	OTHER (specify in NOTES)

