

# TSR - Telecommunications Service Request

TSR # \_\_\_\_\_

## DEPARTMENT INFORMATION

Requestor \_\_\_\_\_ Contact Ext. \_\_\_\_\_ Date \_\_\_\_\_  
 Account # \_\_\_\_\_ Approval \_\_\_\_\_  
 Dept. \_\_\_\_\_ Mail Station \_\_\_\_\_

## TELEPHONES

User Name \_\_\_\_\_ Room # \_\_\_\_\_ New Ext. # \_\_\_\_\_  
 List number with main campus operator? YES NO  
 Caller ID shown as? \_\_\_\_\_

### NEW INSTALL

Multi line \_\_\_\_\_ Single line \_\_\_\_\_ Fax or Modem \_\_\_\_\_

Model # \_\_\_\_\_ Room # \_\_\_\_\_ New Ext. # \_\_\_\_\_

### RELOCATION

From Room # \_\_\_\_\_ To Room # \_\_\_\_\_

### DISCONNECT

Ext. # \_\_\_\_\_ Room # \_\_\_\_\_

### OTHER CHANGES

from: \_\_\_\_\_ to: \_\_\_\_\_

User Name: \_\_\_\_\_

Describe: (i.e. buttons, programming, cable pulls)

## VOICE MAIL

Create \_\_\_\_\_ Reset \_\_\_\_\_ Delete \_\_\_\_\_

## LONG DISTANCE

Allow national access without Authorization Code? YES NO  
 Require Authorization Code for access? National International  
 Request Calling Card? National International

## ONE FORM PER PHONE SET

For questions please call ext. 2700

## PHONE TYPES

### SINGLE LINE PHONES

2500 w/message light  
 2500 wall phone  
 8009 w/message light, & hold  
 8314 w/message light, & hold

### MULTI LINE PHONES

2008 basic  
 2008D w/display  
 2008 HF w/handsfree  
 2008DHF w/display, handsfree  
 2616 basic, handsfree  
 2616D display, handsfree

## CHARGES

Equipment

Labor

Cable/Jacks

TOTAL COST \_\_\_\_\_

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

## TECHNICIAN NOTES:

PAIR # \_\_\_\_\_

OS \_\_\_\_\_ VMX \_\_\_\_\_ TECH \_\_\_\_\_ OPERATOR \_\_\_\_\_