

PART II: Telephone Services — Complete this page if you require one or more of the telephone services below.

Please re-enter **NAME** of person completing this form: _____ **Today's DATE:** ____ / ____ / ____

If you are requesting services for an existing phone, please **ENTER PHONE NUMBER HERE:** _____

4. Phone Services

Services in this section will be provided to the phone jack you indicate in #6, below.

a. Select the category that best describes your phone and/or service needs: (select one)

- | | | |
|---|--|--|
| <input type="checkbox"/> Install a NEW phone | <input type="checkbox"/> CHANGE the NAME used with an existing phone | <input type="checkbox"/> DOWNGRADE an existing phone |
| <input type="checkbox"/> REMOVE an existing phone | <input type="checkbox"/> UPGRADE an existing phone | <input type="checkbox"/> DOWNGRADE & RELOCATE an existing phone |
| <input type="checkbox"/> RELOCATE an existing phone | <input type="checkbox"/> UPGRADE & RELOCATE an existing phone | <input type="checkbox"/> Have special instructions? Use NOTES on page 3. |

b. If you selected "NEW," "UPGRADE," or "DOWNGRADE" above, please select a new service or phone model below. Information about each phone model is available at: <http://www.nyu.edu/its/telephone/features.html>.



- Desk
- Wall

Model # 2500
Single Line



Model # 2420
24-button w/ display

Phone Line Services

- Request a Fax Line
- Request a Modem Line*
- Request Voicemail

5. Location of Phone Jack to be Used

a. Present Phone Location

Building: _____

Floor #: _____ Room #: _____

Jack Number (e.g., 10-A1-007): _____

b. Proposed Phone Location

Building: _____

Floor #: _____ Room #: _____

- Use existing jack: # _____
- Install a new jack

Moving? If recipient is moving and you need to remove an existing phone from the proposed location, fill out a separate copy of this form.

6. Voice Mail Services

(Select either a, b or c.)

a. Add voice mail:

- When I can't answer the phone: (select one)
 - After ____ rings (2-6), the call should go directly to my voice mail.
 - After ____ rings (2-6), the call should route to extension _____ and then to my voice mail.
- [Optional] If a caller presses 0 while in voice mail, the call should be sent to extension: _____ .

b. Remove voice mail

c. Reset voice mail password

d. Reset voice mailbox to DEFAULT settings

7. Long Distance Authorization Code Services

If long distance services are required, please select one category in each section.

If you need more than one authorization code, check here and an ITS Rep will contact you.

a. Specify Work Type (select one)

- New Auth. Code User
- Change in Calling Area
- Change in Chartfield
(List old & new acct. #s in Notes on p. 3)
- Cancellation

b. Authorized Calling Areas (select one)

- Metro Area Codes Only
- U.S., Canada, Caribbean
- All Domestic and International Area Codes

c. Authorized Calling Times (select one)

- 24 hours a day, 7 days a week
- Restrict calls to M-F, 8:00 am-8:00 pm

