



## **Office of Information Technology** **Telecommunications/Telephone Work Order**

Please PRINT and submit the completed form to the Help Desk.

Name: \_\_\_\_\_ Date of request: \_\_\_\_\_

Room Number/location: \_\_\_\_\_ Contact Phone ext. if available: \_\_\_\_\_

Department requesting service: \_\_\_\_\_

Please check the box that best fits your request

**If requesting a telephone or a number, select the option needed:**

IP Telephone  Telephone number only

**If requesting a telephone line, select the type of phone line needed:**

IP Telephone Line  P.O.T.S. Line  Centrex Line

*( The IP Telephone is the default phone system for faculty, staff and classrooms. Check IP Telephone box if you are not sure which one you should choose. )*

*( P.O.T.S. are for faxes and modems only. )*

*( Centrex lines are for emergency use only. )*

**Select the calling region needed:**

Internal Campus  Local area ( 201,551,973,862,845)

Tri-State area ( NJ,NY,CT )  Nationwide

International calls must be placed through the switchboard.

**Authorization signatures:**

Dept. Head/Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President: \_\_\_\_\_ Date: \_\_\_\_\_