

Office of Information Technology

Telephone Order Request Form

Please PRINT and submit the completed form to the Help Desk (Room A205) to initiate a request for a **new telephone and/or telephone number**. To request a change to existing telephone service, please submit a Telephone Change Request Form from <http://www.bergen.edu/forms>.

Department: _____ **Date:** _____

Telephone User: _____

Room Number: _____

● **If requesting a new telephone line (extension), select the appropriate calling region(s):**

Note: International calls must be placed through the switchboard.

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

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

Will Voicemail be required on this extension YES NO

● **If requesting a POTS line (for fax machines), specify the calling region below:**

Local area (201,551,973,862) Tri State (NJ, NY, CT) Nationwide

Additional Notes or Comments: _____

Authorization signatures:

Dept. Head/Dean: _____ Date: _____

Vice President: _____ Date: _____