

## Office of Information Technology

### Telephone Change Request Form

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

**Department:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Current User:** \_\_\_\_\_

**Current Room Number:** \_\_\_\_\_ **Current Extension:** \_\_\_\_\_

● **Please select all appropriate changes below:**

**New Extension:** \_\_\_\_\_

**New User:** \_\_\_\_\_

**New Room Number:** \_\_\_\_\_

**Calling Region:**

Note: International calls must be placed through the switchboard.

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

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

**Voicemail:**

Will Voicemail be required on this extension  YES  NO

**Other/Comments:** \_\_\_\_\_

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**Authorization signatures:**

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

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