

To: _____ Phone #: _____ From: _____ Phone #: _____ Department: _____ Remarks: _____ _____ _____	Date: _____ Time: _____ Pages (including coversheet): _____ _____
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Requested Training?: Y N (If yes, please list name and contact number.)

Name: _____ Contact #: _____

Instructions for filling out UNITS MICROform:

- (1) - Circle the action on the MICROform that applies to each phone #.
- (2) - Use one row per phone #.
- (3) - Mark only features that you want to add or change.

*** MORE THAN ONE ACTION CAN BE CIRCLED**

NOTE: If you are submitting a request for telecommunications services on a RESEARCH GRANT, you must contact the Research Foundation prior to submitting the order. The Research Foundation will fax confirmation of the research grant to UNITS. **UNITS cannot process your order until the Research Foundation confirmation is received.**

<p><u>Equipment Types to Choose From:</u></p> <ul style="list-style-type: none"> • Model #SP550 - Telematrix Single Line Telephone ** • Model #2560 Wall Phone – Single Line Telephone • Meridian #9417 - Two Line Phone w/Caller ID ** • Meridian #M5316 - Electronic Set ** • Line Only – No leased equipment provided • LAN – Local Area Network <p>** Electric power needed to operate</p>	<p><u>COS - Class of Service (Calling Restrictions):</u></p> <p>0 = Unrestricted Calling 2 = Campus-Only Calling 3 = Campus & Long Distance with Authorization Code 4 = Campus, Local, and Long Distance with Authorization Code 5 = Campus, Local Calling</p>
<p><u>Definitions and Features to Choose From:</u></p> <p>CFI = Call Forward Programmable (campus-only) CFU = Call Forward Programmable (campus & off-campus) CWT = Call Waiting CPU = Call Pickup (with associated call pickup group) CFB = Call Forward When Busy CFD = Call Forward When Doesn't Answer DID = Direct Inward Dial; 292, 247, or 688 Exchange Non-DID = Internal to OSU Dialing; 4-XXXX <i>*See UNITS website for additional available features.</i></p>	<ul style="list-style-type: none"> • PLEASE NOTE: Standard completion of installs, moves, or removals of 5 items or less is within 5 business days. If requesting more than 5 installs, moves, removals or wiring work, please contact your UNITS Account Manager. Wiring for new jacks or major wiring projects will affect the cost and the time to complete your order. • If ordering voice mail other than standard (which is forwarded to 2-4141 on single line phones) i.e. voice mail on 2-line and electronic telephones, please contact your UNITS Account Manager.

CONTACT NAME: _____ CONTACT PHONE #: _____

E-MAIL: _____ CELL #: _____ PAGER #: _____

DEPT NAME: _____ BUILDING & ROOM #: _____

Customer Requested Installation Date
 (standard install is 5 business days or less):

____/____/____

ORGANIZATION	FUND	PROJECT	PROGRAM	USER DEFINED	REQUISITION NUMBER
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ACTION *	EQUIP TYPE	USER PHONE #	USER NAME	BLDG & ROOM	C O S	VOICEMAIL	FEATURES	COMMENTS
Please circle actions	-For install please choose phone model #, LAN, or CATV. -On change choose Current and New.	- For install please circle DID, Non-DID - For move or change provide existing #	Current and/or New	Current Bldg & RM#, New Bldg & RM #		Leave blank if not ordering. - Standard v-mail forwards to 2-4141 unless otherwise specified.	CFI CFU CWT CPU w/ associated #	Please note if you will require additional wiring (which may affect the cost and the time to complete your order). Also, please add any restricted access information, alternate contact name and number, or special equipment needs in comments or remarks.
Move	Phone Model # Current New	DID	CURRENT:	Current Bldg &RM#	0	Standard V-Mail?	CFI	Long Distance Authorization Code? Y UNITS Calling Card? Y
Install		Non-DID			2	Y N	CFU	
Change	LAN CATV	Existing#:	NEW:	New Bldg & RM #	3	If no:	CWT	
Remove		_____			4	CFB to: _____	CPU w/	
					5	CFD to: _____	_____	
Move	Phone Model # Current New	DID	CURRENT:	Current Bldg &RM#	0	Standard V-Mail?	CFI	Long Distance Authorization Code? Y UNITS Calling Card? Y
Install		Non-DID			2	Y N	CFU	
Change	LAN CATV	Existing#:	NEW:	New Bldg & RM #	3	If no:	CWT	
Remove		_____			4	CFB to: _____	CPU w/	
					5	CFD to: _____	_____	
Move	Phone Model # Current New	DID	CURRENT:	Current Bldg &RM#	0	Standard V-Mail?	CFI	Long Distance Authorization Code? Y UNITS Calling Card? Y
Install		Non-DID			2	Y N	CFU	
Change	LAN CATV	Existing#:	NEW:	New Bldg & RM #	3	If no:	CWT	
Remove		_____			4	CFB to: _____	CPU w/	
					5	CFD to: _____	_____	
Move	Phone Model # Current New	DID	CURRENT:	Current Bldg &RM#	0	Standard V-Mail?	CFI	Long Distance Authorization Code? Y UNITS Calling Card? Y
Install		Non-DID			2	Y N	CFU	
Change	LAN CATV	Existing#:	NEW:	New Bldg & RM #	3	If no:	CWT	
Remove		_____			4	CFB to: _____	CPU w/	
					5	CFD to: _____	_____	

Revised 1/21/04

REMARKS: _____

INITIATED BY: _____ DATE: _____ APPROVED BY: _____ DATE: _____