UNITS OFFICE OF INFORMATION TECHNOLOGY **MICROform** (Move, Install, Change, and Remove Order Form)

CUSTOMER SERVICE FAX: 688-3425
UNITS CUSTOMER SERVICE: 292-8648
For current information please visit our website at: http://www.units.ohio-state.edu

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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

DIRECTIONS:

(1) Circle the action 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.**

Equipment Types to Choose From:

- **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

**** Electric power needed to operate**

COS - Class of Service (Calling Restrictions):

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

Definitions and Features to Choose From:

CFI = Call Forward Programmable (campus-only)
CFU = Call Forward Programmable (off-campus & 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
**See UNITS website for additional available features.*

- **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.***

ACTION * Please circle actions	**EQUIP TYPE** *-For* **install** *please choose* phone model #, LAN, or CATV. *-On* **change** *choose* Current *and* New.	**USER PHONE #** *- For* **install** *please circle* DID Non-DID *- For* **move** *or* **change** *provide* existing #	**USER NAME** Current *and/or* New	**BLDG & ROOM** *Current Bldg & RM#, New Bldg & RM #*	**COS**	**VOICEMAIL** ***Leave blank if not ordering.*** *- Standard v-mail forwards to 2-4141 unless otherwise specified.*	**Features** **CFI** **CFU** **CWT** **CPU** w/ associated #	**COMMENTS** ***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 Install Change Remove	Phone Model # Current New LAN CATV	**DID** **Non-DID** Existing#: _____	CURRENT: NEW:	Current Bldg &RM# New Bldg & RM #	0 2 3 4 5	**Standard V-Mail?** **Y N** *If no:* CFB to:_____ CFD to:_____	CFI CFU CWT CPU w/ # _____	Long Distance Authorization Code?**Y** UNITS Calling Card?**Y**
Move Install Change Remove	Phone Model # Current New LAN CATV	**DID** **Non-DID** Existing#: _____	CURRENT: NEW:	Current Bldg &RM# New Bldg & RM #	0 2 3 4 5	**Standard V-Mail?** **Y N** *If no:* CFB to:_____ CFD to:_____	CFI CFU CWT CPU w/ _____	Long Distance Authorization Code?**Y** UNITS Calling Card?**Y**

Revised 1/21/04

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