



Telephone Work Order Request

Date:	Ship to #:	Department:
Desired Service Date:	Contact Person:	Contact Phone #:

Service date can not be sooner than 10 days of work request date

ITEM 1	Work Requested: <input type="text" value="Select..."/>	Phone #	<input type="checkbox"/> New Line	Phone Type: <input type="text" value="Select..."/>
Current Building/Room/Jack #			<input type="checkbox"/> Voicemail	
New Building/Room/Jack #			<input type="checkbox"/> Need New Phone	
Add'l Features Needed:	<input type="checkbox"/> Caller ID (if applicable)	Call Forward (CF) Options:		<input type="checkbox"/> Call Pick Up Group (List group numbers below)
		<input type="checkbox"/> CF No Answer to: <input type="checkbox"/> CF Busy to: <input type="checkbox"/> CF No Answer & CF Busy after 4 Rings to:		
Other/Comments:				

Check box if needed

<input type="checkbox"/> Change Voice Mail User	Line Number:	Former User:	New User Name and e-mail address:
---	--------------	--------------	-----------------------------------

Caller ID can only be programmed to phones with this capability

Select Change from drop box when a change is to be made from an existing line or phone. This includes programming changes on P-Phones

ITEM 2	Work Requested: <input type="text" value="Select..."/>	Phone #	<input type="checkbox"/> New Line	Phone Type: <input type="text" value="Select..."/>
Current Building/Room/Jack #			<input type="checkbox"/> Voicemail	
New Building/Room/Jack #			<input type="checkbox"/> Need New Phone	
Add'l Features Needed:	<input type="checkbox"/> Caller ID (if applicable)	Call Forward (CF) Options:		<input type="checkbox"/> Call Pick Up Group (List group numbers below)
		<input type="checkbox"/> CF No Answer to: <input type="checkbox"/> CF Busy to: <input type="checkbox"/> CF No Answer & CF Busy after 4 Rings to:		
Other/Comments:				

Select Delete when you need to remove an existing line from account. This will disconnect services

<input type="checkbox"/> Change Voice Mail User	Line Number:	Former User:	New User Name and e-mail address:
---	--------------	--------------	-----------------------------------

Note: For additional items, please submit a new request.

Check this option when you are changing voicemail users and complete appropriate boxes that follow

For Repairs, please call: (877) 482-3233 and select Option #2

Work Orders are required for Adding, Changing, Moving, or Deletina a line. Repairs do not require a work order.

This form can be:
Sent intercampus to Purchasing at Box # 50 or
Saved and e-mailed to: jqwaters@aug.edu or
Faxed to: 706-737-1761

Approved Signature (Authorized Department Coordinator):

You can sign this form by typing in your name, if you are the authorized department coordinator, and you can submit the form using your e-mail account