

PART II: Telephone Services — Complete this page if you require one or more of the telephone services below.

Today's DATE: ____ / ____ / ____

Your own tracking # (optional): _____

4. Phone Services

If you are requesting services for an existing phone, please ENTER PHONE NUMBER HERE: _____

Services in this section will be provided to the phone jack you indicate in #5, below.

a. Select the option that best describes your phone and/or service needs:

- | | | |
|---|--|--|
| <input type="checkbox"/> Install a NEW phone | <input type="checkbox"/> CHANGE the NAME used with an existing phone | <input type="checkbox"/> DOWNGRADE an existing phone |
| <input type="checkbox"/> REMOVE an existing phone | <input type="checkbox"/> UPGRADE an existing phone | <input type="checkbox"/> DOWNGRADE & RELOCATE an existing phone |
| <input type="checkbox"/> RELOCATE an existing phone | <input type="checkbox"/> UPGRADE & RELOCATE an existing phone | <input type="checkbox"/> Have special instructions? Use NOTES on page 3. |

b. If you selected "NEW," "UPGRADE," or "DOWNGRADE" above, please select a new service or phone model below. Information about each phone model is available at: <http://www.nyu.edu/its/telephone/features.html>.



- Desk
- Wall

Model # 2500
Single Line



Model # 2420
24-button w/ display

Phone Line Services

- Request a Fax Line
- Request a Modem Line

5. Location of Phone Jack to be Used

a. Present Phone Location

Building: _____

Floor #: _____ Room #: _____

Jack Number (e.g., 10-A1-007): _____

b. Proposed Phone Location

Building: _____

Floor #: _____ Room #: _____

Use existing jack: # _____

Install a new jack

Moving? If recipient is moving and you need to remove an existing phone from the proposed location, fill out a separate copy of this form.

6. Voice Mail Services
(Select either a, b, c, or d)

a. Add voice mail:

- When I can't answer the phone: (select one)
 - After ____ rings (2-6), the call should go directly to my voice mail.
 - After ____ rings (2-6), the call should route to extension _____ and then to my voice mail.
- [Optional] If a caller presses 0 while in voice mail, the call should be sent to extension: _____.

b. Remove voice mail

c. Reset voice mail password

d. Reset voice mailbox to DEFAULT settings* (includes password reset)

Please enter the NYU email address of the person to whom we may send the voice mail instruction letter: _____

7. Long Distance/ Authorization Code Services

If long distance services are required, please select one option in each section.

- HOLD FOR PICK UP (or complete #7d)
- More than one authorization code is required. Use Notes section on p. 3 to provide recipient names, chart fields, work type, and calling areas and times.

a. Specify Work Type (select one)

- New Auth. Code User
- Change in Calling Area
- Change in Chartfield
(List old & new acct. #s in Notes on p. 3)
- Cancellation

b. Authorized Calling Areas (select one)

- Metro Area Codes Only
- U.S., Canada, Caribbean
- All Domestic and International Area Codes

c. Authorized Calling Times (select one)

- 24 hours a day, 7 days a week
- Restrict calls to M-F, 8:00 am-8:00 pm

d. Name and address of recipient: _____

Name

Dept

Bldg

Fl/Rm

* Resetting the mailbox to default settings is suggested for new employees or existing employees taking over a new position.

