

# Cisco Voice Request

Information Technology Services  
Solution Center 4-4000  
Work Orders: Fax 294-5050 or support@iastate.edu

Coordinator's Name \_\_\_\_\_ Extension # \_\_\_\_\_ Coordinator's Department \_\_\_\_\_

**Desired completion date:**

- As soon as possible *(Allow approximately 5-7 working days.)*
- Emergency/Rush *(Email support to obtain prior approval. If approved, there will be a \$100 expedite fee per order with a maximum of 2 installs/moves in the same building.)*
- Specific Date: \_\_\_\_\_ *(Must be received more than 5 working days ahead of a specific date.)*

**Special Instructions:**

Request (drop down) Choose an item. Set Type (drop down) Choose an item.

Headset (drop down) Choose an item. Adjunct (drop down) Choose an item.

Template Option (drop down) Choose an item.

Ext. # \_\_\_\_\_

Install Fund Account # \_\_\_\_\_

Monthly Fund Account# \_\_\_\_\_

**Current/New Location:**

Building \_\_\_\_\_ Room # \_\_\_\_\_ Jack # \_\_\_\_\_

**Move to:**

Building \_\_\_\_\_ Room # \_\_\_\_\_ Jack # \_\_\_\_\_

1. Telephones need to have a live Ethernet.
2. For phone discontinue, if data needs discontinued also, please include a data requisition form.
3. New Jack? Attach a room diagram (sketch) marking each new jack location, doors, and north.

Long Distance (drop down) \_\_\_\_\_ Voice Mail (drop down) \_\_\_\_\_  
Choose an item. \_\_\_\_\_ Choose an item. \_\_\_\_\_

Display Name (Last Name, First Name) \_\_\_\_\_ User NetID \_\_\_\_\_  
\_\_\_\_\_

**Call Pickup** Pickup group name or Ext. # of group member \_\_\_\_\_

**For ITS Use only** Order \_\_\_\_\_ Spec I \_\_\_\_\_ Print \_\_\_\_\_ Email \_\_\_\_\_ Spec II \_\_\_\_\_ Closed \_\_\_\_\_