

**UNC CHARLOTTE**  
**ITS – TELECOMMUNICATIONS DEPARTMENT**  
**INTECOM NEW LINE REQUEST**

The ITS Telecommunications Department would like to assist you with the installation of your new line by providing prompt and efficient service. Please print and complete the following form (be sure to include the authorized signature), then fax to ext 73909. This information is important. Please be sure to fill out the entire form. Upon receipt, we will issue a work order and proceed with the installation. If you have any questions, please contact us at ext 78985.

<b>NAME OR DEPT TO DISPLAY:</b> <hr/> <b>NinerNET ID (email login)</b> _____@uncc.edu	<b>LOCATION OF THE NEW LINE:</b> <b>BLDG:</b> <hr/> <b>RM#:</b> <hr/>
<b>PHONE SET TYPE: (CHECK ONE)</b> <input type="checkbox"/> <b>12+</b> Basic set w/1 way speaker capability <b>\$27.00 mo</b> <input type="checkbox"/> <b>12S</b> 2 way speaker capability <b>\$28.50 mo</b> <input type="checkbox"/> <b>12SD</b> 2 way speaker w/display ** <b>\$30.00 mo</b> <input type="checkbox"/> <b>30SD</b> 30 button set - speaker & display*** <b>\$31.50 mo</b>  <input type="checkbox"/> <b>Virtual Line</b> (no phone set) <b>\$15.00 mo</b> <input type="checkbox"/> <b>Analog Line</b> <b>\$25.00 mo</b> <input type="checkbox"/> <b>Already have phone (please list type) 687-</b> _____  ** 12SD one time purchase fee of <b>\$310.00</b> *** 30SD one time purchase fee of <b>\$360.0</b>	<b>CLASS OF SERVICE: (CHECK ONE)</b> <input type="checkbox"/> <b>COS-10</b> On campus calls only <input type="checkbox"/> <b>COS-15</b> Local & campus calls only <input type="checkbox"/> <b>COS-20</b> Local, Dir. Asst., 800 & credit card calls <input type="checkbox"/> <b>COS-30</b> Intercont. US long dist., and all the above <input type="checkbox"/> <b>COS-40</b> International Long Dist. & all of the above <input type="checkbox"/> <b>COS-41</b> Fax & Modem use only
<b>MEMBER OF A PICK UP GROUP?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, list extension # of a phone in the group: _____	<b>VOICEMAIL NEEDED?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>LIST OTHER EXTENSIONS (IF ANY) TO APPEAR ON THE NEW PHONE:</b> Should the extensions <input type="checkbox"/> LIGHT <input type="checkbox"/> RING <input type="checkbox"/> BOTH	<b>FORWARD PHONE TO</b> <input type="checkbox"/> VOICEMAIL      OR <input type="checkbox"/> EXTENSION # _____ If phone is busy or no answer
<b>MEMBER OF INTERCOM GROUP?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, list extension # of a phone in the group : _____	<b>SHOULD VOICEMAIL "O" OUT TO ANOTHER EXT?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES    WHAT EXT? _____
<b>WHAT FEATURES DO YOU WANT ON YOUR PHONE?</b> <hr/> Is there another phone you want to pattern your new phone like? What is that extension? _____	<b>ACCOUNT NUMBERS TO CHARGE:</b> Installation charges: _____ Monthly line charges: _____ Long Distance: _____

Authorized by: \_\_\_\_\_

Phone: 704-687- \_\_\_\_\_

Print signature from above: \_\_\_\_\_

Department Name: \_\_\_\_\_