

**UNC CHARLOTTE  
ITS – TELECOMMUNICATIONS DEPARTMENT  
CISCO 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 of new person)</b> <p style="text-align: center;">@.uncc.edu</p>	<b>LOCATION OF THE NEW LINE:</b> <b>BLDG:</b> <hr/> <b>RM#:</b>
<b>PHONE SET TYPE: (CHECK ONE)</b> <input type="checkbox"/> <b>7940</b> 2 way speaker capability / 2 line <b>\$28.50 mo</b> <input type="checkbox"/> <b>7960</b> 2 way speaker capability / 6 lines <b>\$31.50 mo</b> <input type="checkbox"/> <b>7936</b> Conference Phone <b>\$25.00 mo</b> <input type="checkbox"/> <b>CUPC</b> Cisco Unified Personal Communicator <b>\$30.00 mo</b>  <input type="checkbox"/> <b>Analog Line</b> <b>\$25.00 mo</b> <input type="checkbox"/> <b>Already have phone (please list type)</b> _____  <b>*** 7940 one time purchase fee of \$80.00</b> <b>*** 7960 one time purchase fee of \$160.00</b> <b>*** 7936 one time purchase fee of \$500.00</b> <b>*** CUPC one time license fee of \$80.00</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 and Credit Card 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>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"/> <b>VOICEMAIL</b> <b>OR</b> <input type="checkbox"/> <b>EXTENSION #</b> _____ If phone is busy or no answer
<b>VOICEMAIL NEEDED</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>ACCOUNT NUMBERS TO CHARGE:</b> Installation charges: _____ Monthly line charges: _____ Long Distance: _____
<b>COMMUNITE VOICEMAIL:</b> <input type="checkbox"/> <b>VOICEMAIL ONLY (free- included with phone)</b> <input type="checkbox"/> <b>UNIFIED MESSAGING (\$3/month)</b>	

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

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

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

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