Use this form to request communication services for phones, voicemail, and faxing. Please complete one form per service request. Incomplete forms will be returned. The 911 Services section is required for new purchases and relocations.*

☐ Purchase a New Communication Device
Fill out this section to purchase a new phone for an incoming employee or position, a new conference phone, or an ATA adapter for fax machines. New communication devices will automatically be assigned a new phone number. Prices are subject to change.

<table>
<thead>
<tr>
<th>Device Model</th>
<th>Price</th>
<th>Name on Main Line</th>
<th>Add Voicemail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cisco IP Phone 794X (2 lines)</td>
<td>$300</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cisco IP Phone 797X (6 lines)</td>
<td>$375</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cisco IP Conference Phone</td>
<td>Varies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cisco ATA (required to fax)</td>
<td>$225</td>
<td></td>
<td>N/A</td>
</tr>
</tbody>
</table>

☐ Communication Device Relocation
Fill out this section to request permission to move a communication device to a new location. Device cannot be moved until permission is granted by Campus Computing.

☐ Phone Personalization Modification
Fill out this section to request a name change on a main line and/or voicemail settings. This section is used when an outgoing employee is replaced by a new hire. Make sure spelling of the name is correct.

☐ 911 Services Information* (Required for ALL new purchases and relocations.)
All communication devices are registered with the Pinellas County 911 services. In the event of an emergency, 911 calls will provide emergency services with the location from which the call has been placed. This information is required for all new purchases and moves. Provide the physical location where the communication device will be placed/moved to.

☐ Additional Information & Requests (Additional line configurations, inoperable devices, etc.)
Please include any other specific requests in this section. Include pertinent location, device, and issue information.

☐ Contact Information
Contact information of the person receiving the communication service.

☐ Accountable Officer and FAST Chartfield Information
Requests for phone and fax services must be submitted by an Accountable Officer. Hardware purchases and services rendered will be billed as applicable.

☐ Call Manager ☐ Unity ☐ PRTG ☐ 911

Office: BAY 226 | Phone: 727-873-4357 | Email: helpdesk@usfsp.edu | Submit Online: usfsp.edu/helpdesk | Form Last Updated: 12/13/17