



REQUISITION FOR TELEPHONE ALTERATION OR INSTALLATION

Please complete this form and email to ictoffice@jcu.edu.au

This form is used to change information for Extension users and to install new Equipment-Phone extn 13637 or 14545 for any enquiries.

Existing Extension-New User: (if there are multiple users provide details for each person if requiring entry in JCU Contacts.)

New User Name:.....JCU Login id:.....
Existing Extension Number:.....Building:.....Room Number:.....

Do you wish to have this extension number published in the JCU Contacts? Yes No

Do you wish to have a JCU Mobile number published in the internal JCU Contacts? Yes No

Mobile Number:.....Public Contacts: Y/N or Internal JCU Contacts only Y/N

Voice Mail facility required: Yes / No

Chargecode Code for Calls: Orgu.....Project Fund.....Fund Source.....

See **Calling Access** below if any changes are required to the existing level of access. Extns have free Local & STD calls unless authorised for Mobile and International Dialling (IDD).

Notes:.....

New Installation (Completely New Equipment and/or Extension Number)

Contact person for installation: Name:.....Extension:.....

Location where the new service is to be installed: Building:.....Room Number:.....

The outlet number to connect to-(if known):.....

Do you have a spare Handset: Yes / No

New User Name:.....JCU Login id:.....

(If there are multiple users provide details for each person if requiring entry in JCU Contacts.)

Do you wish to have this extension number published in the JCU Contacts ? Yes No

Do you wish to have a JCU Mobile number published in the internal JCU Contacts ? Yes No

Mobile Number:.....Public Contacts: Y/N or Internal JCU Contacts only Y/N

Voice Mail facility Required (\$50 once only fee for new installations): Yes / No

Calling Access - (If no access nominated, Local and STD access will be activated. This does not incur call charges but cannot call mobile phones or International dialling)

- | | | |
|-------------------------|---------------------------------|----------|
| Calling Class: - | Internal only | Yes / No |
| | Internal, Local and STD | Yes / No |
| | Internal, Local and STD+Mobile, | Yes / No |
| | Internal, Local, STD and IDD | Yes / No |

Optional Equipment and/or Facilities Required:

- Wall mounted handset**
- Call pickup, group hunt, etc.)**Please provide extn numbers.....
- Other**.....

Notes:.....

Authorisation

Authorised by Head of School, or authorised signatory: _____
(Name - please print)

Signature _____ Date: _____