

**REQUISITION FOR TELEPHONE ALTERATION OR
INSTALLATION**



Please complete this form and email to townsvilleswitch@jcu.edu.au
This form is used to change information for Extension users and to install new
Equipment

Existing Extension/Handset-New User: (If there are multiple users attach details for each person.)

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.

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 attach details for each person.)

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)

The 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.....

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

Chargecode Code for Installation if not above: Orgu.....Project Fund.....Fund Source.....

Notes:.....

Authorisation

Authorised by Head of School, or authorised signatory: _____

(Name - please print)

Signature _____ Date: _____