

ComTech Service Request Form**Billing Information**

Requestor

Unit

OUC

Project ID/Phase

Service Requested (check all that apply)

1. New Phone Line

Building	Room Number	Space Number	Outlet/ Face Plate #
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

User Name	Unity ID	Start Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Type of Line Digital AnalogVoice Mail Box Yes NoHandset Needed Yes No [Model](#) **2. Voice Mail Setup/ Reset** (Reassign Unity ID to an existing phone line)

Phone Number	New User Name	Unity ID	Start Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Data Port Activation

Building	Room Number	Space Number	Outlet/ Face Plate #
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Data Activation Powered (for use with Cisco IP Phones or Security Devices) Yes No**3. Data Port Upgrade** (Upgrade an active port for Cisco IP Phones or Security Devices only)

Building	Room Number	Space Number	Outlet/ Face Plate #
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4. Move to New Location (Fill in information regarding new location)

Phone Number	Building	Room Number	Space Number	Outlet/ Face Plate #
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Details of Work Order:

Instructions:

- Submit completed form to Ryan Lawrence at rmlawrence@ncsu.edu.
- For assistance with data circuits or 800 numbers, please contact ComTech at **919.515.7099**, option # 3.