MANHATTAN COLLEGE
Telephone Service Request

DATE: _____

NAME: _____ *DEPARTMENT:* _____

EXTENSION: _____ *BUILDING/ROOM#* _____

Service Requested for:

MODEL# (Circle) **1403 DIG**   **1416 DIG**   **1603 IP**   **1608 IP**   **1616 IP**   **9504 DIG**

Problem -
_____ *NO DIALTONE, DISPLAY DARK*

NOTHING ON DISPLAY – try this fix before issuing Service Request
UNPLUG PHONE FROM WALL then PLUG BACK IN TO REBOOT
PRESS *36 TO LOGOUT, ENTER EXTENSION
IF IT ASKS FOR A PASSWORD PRESS #

_____ *NEW TELEPHONE INSTALLATION REQUEST*

Other Issue/Request: _____
_____
_____
_____

NO WORK ORDERS WILL BE PROCESSED WITH OUT THE FOLLOWING INFORMATION:

*DEPT BUDGET ACCT CODE:*_____ *ORG CODE:*_____ *FUND:* _____

CHAIRPERSON/DIRECTORS SIGNATURE _____

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(TO BE COMPLETED BY TELECOM STAFF)

EXT _____ *CABINET #* _____ *MODULE #* _____ *PORT #* _____

DATE COMPLETED: _____

 INVOICE # _____*MTC#* _____