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# ______