

# Adds & Deletes

(Please Include 1A cover sheet)

# ORDER FORM

Form 2A

Submit Form to Telecommunications Services:  
telecom@ithelp.uoregon.edu  
Phone: 541-346-3198

Coordinator:

Extension:

Department:

Date:

Action Code	Extension #	Set Type	User Name	Building (where work is to be completed)	Room #	Phone Jack # (or attach map)	Data Jack # (or map)	Port # (Telecom Use Only)	VM y/n?	Voicemail Zero-out Extension
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Action Code:

A=Add  
D=Delete

Common Set Types:

D2500 - Desk Analog Single Line  
W2500 - Wallmount Analog Single Line  
2420 - Digital Phone with Display  
9608 - IP Digital Phone (8 button)  
9630 - IP Digital Phone (6 button)  
(other types available, as well)

Common Accessories:

Side-car/Button Module (digital)  
Headset (wired or wireless)  
Long handset phone cord 25'  
**(Attach form 8 to order)**

**Phone Service Type: (choose one)**

**11/11 - Standard Local and Long Distance with Authorization Code (default)**

Other Options:

8/8 - UO Campus Only  
9/9 - UO Campus & Local Only

13/11 - Modem, Fax, Data, with Authorization Code

14/11 - Modem, Fax, Data, No Authorization Code

Form Version 2/2012

Please avoid old forms.