



Data and Voice Request Form

Incomplete forms will be returned to the requestor for resubmission.

Fields with an asterisk * are mandatory.

Send the completed form to servicedesk@adelaide.edu.au or fax to 8313 5775.

Complete one form per request. Page numbers can be added in the bottom right hand corner of this form.

This form can be filled out electronically. However, the Authorisation field must be printed and signed by hand.

Requestor			
Name*		University ID number*	
Email*		Contact Number*	
Request Details			
New	– installation of an outlet (including cabling) AND/OR a new internal phone number		
Relocation	– moving a voice and/or data outlet from one location to another		
Change	– converting a voice line from analogue to digital AND/OR activating an existing outlet that currently has no connectivity		
Request Type	<input type="checkbox"/> New <input type="checkbox"/> Relocation <input type="checkbox"/> Change		
Location: Campus		Building	
Floor		Room Number	
Relocation: Campus		Building	
Floor		Room Number	
VOICE (PHONE) OUTLET			
When you order a new voice service, you get the following features by default: full call access, call diversion, and call waiting. If you would like any other features or phone accessories, please request these in the 'Other/Comments' section of this form. For further details on voice services see: http://www.adelaide.edu.au/its/networks/telephone/#officephoneservices			
Extension Number (if applicable)		Outlet number	
		New outlet number	
If you require a new handset, what type?	<input type="checkbox"/> Large Digital <input type="checkbox"/> Small Digital <input type="checkbox"/> Basic Analogue <input type="checkbox"/> Cordless Analogue <input type="checkbox"/> Slimline Analogue <input type="checkbox"/> Conferencing Phone <input type="checkbox"/> Wireless Conferencing Phone		
What type of line do you require? (if no handset required)	<input type="checkbox"/> Analogue <input type="checkbox"/> Digital <input type="checkbox"/> Change analogue to digital		
DATA OUTLET			
For further details on data services see: http://www.adelaide.edu.au/its/networks/network/			
Outlet Number		New Outlet Number	
		Data Cable (if required)	<input type="checkbox"/> 1.2m <input type="checkbox"/> 2.1m <input type="checkbox"/> 3m <input type="checkbox"/> 4.5m
OH&S Information			
This section only needs to be completed if your request requires cabling i.e. new voice and data outlet or relocation to a position where there is currently no outlet. The location information in this section needs to correspond with the location where the new cabling will be performed.			
Health and Safety Representative*		Room Number	
First Aid Officer*		Room Number	
Fire Warden*			
Location of First Aid Kit*			
Location of Fire Extinguishers*			
Location of Emergency Evacuation Procedure*			
Are there any Hazards that are specific to the Work Area? *	<input type="checkbox"/> No <input type="checkbox"/> Yes <i>If yes, what are they?</i>		
Other/Comments			
Authorisation			
In signing this form, you acknowledge the following: You have the financial delegation to incur expenditure on behalf of the faculty and/or business area You provide authorisation for any work associated with this request to be completed on a Time and Materials basis up to \$1500 (quotes will be provided for all work which exceeds this amount and will require further approval before being processed)			
Department*		Invoice/Account Code*	
Approving Officer*		Contact Number*	
Email*			
Signature*		Date*	