



ITU Telecom Administration

<http://telecomadmin.gmu.edu> | 703.993.3546

Form 24: Request for NEW SERVICE using 2050IP Soft Phone (teleworkers)

Please Note: Telework Memorandum of Agreement must be approved by your manager and submitted to HR before this request can be processed. Staff SSL-VPN request form (F0021) must be submitted with this request. SSL-VPN and 2050IP Soft Phone will only be installed on George Mason owned equipment.

"Requested" DUE DATE

Authorization Information

Telecom Coord.

Phone No.

Department

MSN

Email

Customer Information

Name

Phone No.*

** If employee does not have a GMU phone no., complete Line and Calling Capability section.*

Address

City, State

Zip

Line and Calling Capability

Type of Line DID (receive calls dialed Off-campus) non-DID (5-digit extension, no Off-campus calls received)

Voice Mail? YES NO

Published Number? YES NO if NO, what number will be listed in Mason directory?

Calling Capability:

NCOS 0 [On-campus & 911]

NCOS 8 [Domestic Long Dist.-7 days/wk 7am-7pm; On-Campus 7pm-7am]

NCOS 1 [Local, On-Campus & 911]

NCOS 9 [Internat'l Long Dist.-7 days/wk 7am-7pm; On-Campus 7pm-7am]

NCOS 5 [NCOS 1 plus Domestic Long Distance]

NCOS 6 [NCOS 5 plus Internat'l]

Special Considerations/Comments

Billing Information

Fund/Org Code

Equipment Purchase (if not MRC index)

Monthly Recurring Charges (MRC)

Authorized Signatures

Telecom Coord.

Date

Dept. Chair

Date

OSP (if needed)

Date

FAX completed REQUEST to 703.993.3541