

Telephone Change Request Form

Note: This information is necessary in order to make program changes associated with Plexar lines.
If this form is not submitted with proper information, your install/change may be seriously delayed.

If you need to:

1. Move an existing Plexar phone number to a different location in the same building or site;
2. Add a new phone number at your site; or
3. Relocate a phone number from a different site;

Complete this form and route to the Director of Purchasing. Administrative Cabinet will then review the completed form. If application is approved, the form will be sent to Roger Hughes rhughes@norman.k12.ok.us at the DCC's telephony center. Plan ahead, as the lead-time on phone changes is approximately three (3) days, once submitted to the DCC.

Site: _____

Requester: _____

Date for phone move: _____

1. MOVE PHONE NUMBER (within same building or site location)

- a. Number to be moved: **(405)**_____ - _____
- b. Will the call pickup change? **Yes** **No**
- c. If yes, provide a new number that would pickup calls for this line: **(405)**_____ - _____
- d. Provide existing room location and new room location:

- e. Does the line have Call Forward programmed to a fixed number? **Yes** **No**
- f. If it does will it remain the same or need to be changed? **Remain** **Change**
- g. Provide a new number for calls to be forwarded: **(405)**_____ - _____

-OR-

Cancel Call Forward.

2. ADD NEW NUMBER

- a. Will the number need to be added to a call pickup group? **Yes** **No**
- b. If yes, provide a new number that would pickup calls for this line: **(405)**_____ - _____
- c. Do calls need to be forwarded on *no answer* and *busy*? **Yes** **No**
- d. If yes, provide number to forward calls: **(405)**_____ - _____
- f. Provide room location for new number: _____

3. RELOCATE NUMBER (between different buildings / sites)

- a. Number being relocated: **(405)**_____ - _____
- b. Will the number need to be added to a call pickup group? **Yes** **No**
- c. If yes, provide a new number that would pickup calls for this line: **(405)**_____ - _____
- d. Do calls need to be forwarded on no answer and busy? **Yes** **No**
- e. If yes, provide number to forward calls: **(405)**_____ - _____
- f. Provide new building/site and room location for relocated number: _____

*Any additional features to be added or changed? Please List: _____

