

UMKC - Information Services Networking & Telecommunications Service Order



BLDG: _____ DATE RECEIVED: _____
 WORK ORDER # (s): _____

DATE: _____
 DEPARTMENT CHARGED: _____
 CONTACT NAME & PHONE: _____
 AUTHORIZED PERSON (Printed): _____
 AUTHORIZED PERSON (Signature): _____

PEOPLESFT MOCODE # _____
 MOVE, ADD, CHANGE, VIRTUAL MACHINE
 AND MONTHLY SERVICE PS ACCOUNT
 -724000
 LONG DISTANCE -724700

CHECK APPROPRIATE BOX (ES)

ADD
 (NEW PHONE / DATA)

DATA:
 BLDG / ROOM # / JACK#: _____

VoIP PHONE: COMPUTER: PRINTER:
 SERVER

VOICE:
 BLDG / ROOM # / JACK#: _____

PHONE LINE:
 SET TYPE: TAP DISPLAY
 VoIP 7911 VoIP 7965

FAX LINE: ALARM LINE:
 DIRECT IN DIAL (D.I.D.): YES NO
 VOICE MAIL BOX: YES NO
 LONG DISTANCE: YES NO
 CALL PICKUP GROUP: YES NO

IF YES, GIVE EXISTING PHONE
 NUMBER IN PICKUP GROUP: _____

USER NAME & EMAIL ALIAS: _____
 (Needed for Voicemail setup)

CHANGE / EQUIPMENT
 (EXISTING PHONE / DATA)

SET TYPE: TAP DISPLAY
 VoIP 7911 VoIP 7965

PHONE NUMBER: _____

BLDG: _____

ROOM #: _____

FEATURE: _____

EQUIPMENT: _____

MOVE
 (EXISTING PHONE / DATA)

DATA:
 PHONE: TAP DISPLAY
 VoIP 7911 VoIP 7965

FAX LINE:
 ALARM LINE:
 MODEM LINE:

PHONE NUMBER: _____

FROM: BLDG / ROOM # / JACK#: _____

TO: BLDG / ROOM # / JACK#: _____

DISCONNECT

PHONE NUMBER: _____

BLDG / ROOM #: _____

ADD: UNMANAGED VIRTUAL MACHINE (VM) MANAGED VIRTUAL MACHINE (VM)
 (REQUIRES MEMORANDUM OF UNDERSTANDING WITH ADDITIONAL COST)

STANDARD HOSTED VIRTUAL MACHINES INCLUDE: 1 CPU, 2 GIGABYTES OF MEMORY, 1 ETHERNET CARD, 200 GIGABYTES OF DISK SPACE, 1 SNAP SHOT PER DAY WITH 7 DAYS RETAINED AND EITHER WINDOWS 2008 OR LINUX OPERATING SYSTEM.

NUMBER OF STANDARD VM's: _____ OPERATING SYSTEM: WINDOWS 2008 LINUX
 ADDITIONAL DISK SPACE IN GIGABYTES: _____ ADDITIONAL MEMORY IN GIGABYTES: _____
 ADDITIONAL CENTRAL PROCESSING UNITS (CPU's): _____ ADDITIONAL ETHERNET CARDS (NICs): _____
 ADDITIONAL SNAP SHOTS PER YEAR: _____ BACKUP TO TAPE: YES NO
 (LIST SCHEDULES BELOW IN SPECIAL INSTRUCTIONS)

SPECIAL INSTRUCTIONS OR OTHER SERVICES: _____
