

# Desktop Phone Order Form

Return completed forms to Sarah Bernardi, Information Technology, Room E108, Trafalgar Road Campus, Oakville or scan to email and send to sarah.bernardi@sheridancollege.ca

## Requester Details

Network username \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

email \_\_\_\_\_

Department \_\_\_\_\_

Campus \_\_\_\_\_ Location \_\_\_\_\_

## Phone Models

- Cisco 8945: 4-line phone w/ built-in video camera & colour display \$385
- Cisco 8831: Desktop conference phone \$730
- Cisco 7841: Non-video IP phone \$260

## Phone Usage

- Assigned to specific user     Conference phone     Spare extension
- Podium phone                       Hallway extension

## Installation/Configuration Details

Campus \_\_\_\_\_ Location \_\_\_\_\_

Phone display name (for spare extension only) \_\_\_\_\_

### Complete info below if phone is being assigned to a specific user

- same as requester details above

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Network username \_\_\_\_\_

email \_\_\_\_\_

## Authorizing Manager's Information

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

email \_\_\_\_\_

Account # for this transaction \_\_\_\_\_

Manager's signature \_\_\_\_\_