

## Telephone Change Request Form

Request a change to an existing phone.  
To request a new telephone, please submit a Telephone Order Request Form.

### Existing Phone Information

**Employee Name:** \_\_\_\_\_ **Room Number:** \_\_\_\_\_

Phone Extension: \_\_\_\_\_ Phone's MAC Address: \_\_\_\_\_  
The MAC Address can be found by pressing the **Settings** button on the phone. Then select **3. Network Configuration**. The **MAC Address** will appear as a string of numbers and letters.

### New User Information

**Employee Name:** \_\_\_\_\_ **Bergen Username:** \_\_\_\_\_ **College ID#** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Room #:** \_\_\_\_\_

~ ; @ & a i © \$ ¥ (required) (Submit Network/Exchange form for new email address)

Request New Extention #:      Yes      No      Request Voicemail:      Yes      No

**Select the calling region(s) below:**

Internal Campus      Local Area (201, 551, 973, 862, etc)  
Tri-State Area (NY, NJ, CT)      Nationwide

**Additional Requests or Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Requested By:**

\_\_\_\_\_  
**Requester Name (print)**      **Requester Email Address**      **Phone**

\_\_\_\_\_  
**Supervisor Name (print)**      **Supervisor Signature**      **Date**

\_\_\_\_\_  
**Dept. Head/Dean Name(print)**      **Dept. Head/Dean Signature**      **Date**

Submit this form **with all signatures** to the Help Desk in **L154B** or scan & send to **helpdesk@bergen.edu**.