

TSR - Telecommunications Service Request

HEAT TICKET #: _____

ONE TSR PER PHONE SET

On Campus Phone Services (No Approval or Cost Center Needed)

External Conference & Mobile Devices

DEPARTMENT INFORMATION REQUIRED FIELDS

Requestor: _____ Ext: _____ Date: _____
 Dept. Name: _____ Mail Station: _____

USER & LOCATION INFORMATION REQUIRED FIELDS

NetID: _____ Bldg. and Room #: _____ Ext: _____
 Name: _____
 Caller ID Display: _____ Current Equipment: _____

INSTALLATIONS or REMOVALS

New	Single-Line	Courtesy
Remove	Multi-Line	Fax

NAME CHANGES & RELOCATIONS

Relocation from: _____ to: _____ req. date: _____
Bldg & Rm # Bldg & Rm #

 Name Change from: _____ to: _____

VOICEMAIL

Create Modify Delete

LONG DISTANCE & AUTHORIZATION CODES

(Default) National Long-Dist (Direct Dial) International (Auth. Code Req.)

Local and On-Campus Only Delete Auth. Code

OTHER CHANGES / ADDITIONAL INFORMATION

CARRIER DEVICE ONE-TIME CHARGES

www.wireless.att.com/businesscenter www.sprint.com

Carrier: AT&T Sprint

Device: Smart Phone Air Card Tablet

Model: _____ Cost: _____

MONTHLY RATE PLANS & CHARGES

Voice Plan Requested: _____ Cost: _____

Data Plan Requested: _____ Cost: _____

Text Plan Requested: _____ Cost: _____

INTERNATIONAL RATE PLANS & CHARGES

World Traveller Start Date (Voice): _____ End: _____

World Connect Start Date (Voice): _____ End: _____

International Data Start Date: _____ End: _____

UTD Discounts for AT&T and Sprint are applied at the end of monthly billing cycles

CONFERENCE BRIDGE REQUESTS

Moderator Name: _____

Conference Date: _____

Confirmation #: _____

Number of Participants: _____

Conference Time: _____

Conference Charges: _____

Cost Center: _____ Approval: _____

Questions? Contact Telecom Support at x2700
[Email completed form to telecom@utdallas.edu](mailto:telecom@utdallas.edu)

TECHNICIAN NOTES

Internal Use Only
