

# Mitel Telecom Work Order Change Form

Lucas County Telecommunications One  
Government Center, Suite 800  
Toledo, Ohio 43604  
Phone: 419-213-2205

Email: TelecomHelpDesk@co.lucas.oh.us

Please refer to the "Contact List" first, so that you will be able to complete below (may be returned). Contact Mike J. Bayes, for this list.

Date	_____	Building	_____
Address	_____	Division	_____
Contact Name	_____	Department Within a Division	_____
Contact Email	_____	Department Description	_____
Fund #	_____	Contact #	_____
Department #	_____	Program #	Account #: _____
		Project #	_____

<input type="checkbox"/> Addition of a New Phone Line		<input type="checkbox"/> Move (New Line)	Ext: _____
<input type="checkbox"/> Deletion of an Existing Phone	Ext: _____	<input type="checkbox"/> Programming Change	Ext: _____
<input type="checkbox"/> Line Name Change	Ext: _____	<input type="checkbox"/> Repair (detail below)	Ext: _____
<input type="checkbox"/> Voicemail Password Reset	Mailbox #: _____		

ONLY If the above and current fund/dept/program/account/project charge back fields are to be changed, fill in below:

Fund: \_\_\_\_\_ Dept.: \_\_\_\_\_ Program: \_\_\_\_\_ Account: \_\_\_\_\_ Project: \_\_\_\_\_

## Description of Work Requested

Location: \_\_\_\_\_ Employee Name: \_\_\_\_\_ Voicemail Required:  Yes  No

Wiring Required:  Yes  No  Not Sure

Phone Type:  6920  6930  Analog (Fax)

Requested Due Date \_\_\_\_\_

*\*Telecom requests 7 business days to complete all work orders*