

Nortel Telecom Work Order Change Form

Old Phone System

Lucas County Telecommunications One
Government Center, Suite 800
Toledo, Ohio 43604
Phone: 419-213-2205
Email: TelecomHelpDesk@co.lucas.oh.us

Date _____ Building _____
Address _____ Department _____
Contact Name _____ Contact Email _____ Contact # _____
Department # _____ Account # _____
Fund # _____ Project # _____

Addition of a New Phone Line
 Deletion of an Existing Phone Ext: _____
 Line Name Change Ext: _____
 Voicemail Password Reset Mailbox #: _____
 Move (New Line) Ext: _____
 Programming Change Ext: _____
 Repair (detail below) Ext: _____
 Billing Change (Enter Below)

**Copy to bkmler@co.lucas.oh.us if change in charge back account to ensure proper billing.*

Fund: _____ Dept.: _____ Account: _____ Project: _____

Description of Work Requested

Location: _____ Employee Name: _____ Voicemail Required: Yes No

Wiring Required: Yes No Not Sure

Phone Type: M2008 (8 Button) M2616 (16 Button)

Requested Due Date _____

**Telecom requires 7 business days to complete all work orders*

Official Use Only

DN _____ Site Code _____
TN _____ Work Order # _____
CPND _____ Locator ID _____
Department _____ Date Completed _____