

**TELEPHONE CHANGE REQUEST**

JD-ES-147 Rev. 10-18

STATE OF CONNECTICUT

**JUDICIAL BRANCH**

www.jud.ct.gov

**Instructions**

See Back/Page 2 for further instructions and definitions.

Upon approval, send form to Judicial Materials Management, 90 Washington Street, Hartford, CT 06106.

|                        |  |  |
|------------------------|--|--|
| Name of contact person | Phone number of contact person                         |  |
| Street                 | City   |  |
| Agency                 | Requested due date (5-7 weeks from date of submission) | Date request sent to Administration Office |

Briefly describe the reasons for the changes being requested:

**Section 1 — Requests Regarding Telephone Equipment**Specify the type of request ("x" all that apply):  Install  Add  Move  Change  Remove

Identify equipment:

User name: \_\_\_\_\_ Room number: \_\_\_\_\_ Floor: \_\_\_\_\_

Type of telephone set ("x" one):  Desktop  Wall mountedModel number, stock number and/or part number of telephone set: \_\_\_\_\_  
(Located on the bottom of the telephone set. Include DT series number, if applicable.)

Which lines appear on the telephone set? \_\_\_\_\_

What is the intercom group/number or extension number? \_\_\_\_\_

Specify the changes to be made:

Move to room number: \_\_\_\_\_ Floor: \_\_\_\_\_

Change number of buttons to: \_\_\_\_\_ Change intercom group to: \_\_\_\_\_

Change lines appearing on set to: \_\_\_\_\_

Ringing:  Turn off  Turn on line(s)  Delay ringing  Flash only (Specify extension): \_\_\_\_\_

Call forwarding to line: \_\_\_\_\_

 Wall mounting cord  Long receiver cord  Black  Off White  Grey**Section 2 — Requests Regarding Telephone Lines, Jacks and Auxiliary Equipment**Specify the type of request ("x" all that apply):  New install  Add  Move  Remove  Change Line room number: \_\_\_\_\_ Floor: \_\_\_\_\_ To set with: \_\_\_\_\_In Circular Hunt with: \_\_\_\_\_ Voicemail:  Yes  No Restricted to Connecticut calls only Jack room number: \_\_\_\_\_ Floor: \_\_\_\_\_ To pickup phone number: \_\_\_\_\_ Fax machines or modems

## Section 3 — Miscellaneous Requests

Specify the type of request ("x" all that apply):  Add/install  Change  Remove

Telephone book listing (*Provide sample of old and new*)

Which city directory? \_\_\_\_\_

Public telephone (*Specify location*): \_\_\_\_\_

Authorized signature

Date

## Instructions

Identify whether the changes involve equipment, lines or both and fill out the appropriate section(s).

Every request must specify:

1. The location where the work is to be performed.
2. The telephone line(s) involved.
3. The intercom/extension number(s) involved.

Failure to supply the above information will result in delay and/or the form not being accepted.

## Definitions of Terms Found on this Telephone Change Request Form

### Section 1 — Requests Regarding Telephone Equipment

#### Which lines appear on the telephone set?

Which telephone lines are assigned to which buttons on the telephone set. Begin with the top row going left to right, then on to the second row, etc.

#### Intercom Group

The telephone numbers connected to an intercom. Bigger offices may have more than one intercom group. If this is the case, Intercom Groups are listed A, B, C, etc. If you are not sure of the letter, indicate the telephone lines you want the telephone set to pick up. The telephone technician will find the group.

#### Ringing

Several lines can appear on a multi-button telephone set without every line ringing. This is the case when one employee provides phone coverage for another. List which lines on a telephone set you want turned on (to ring) or turned off (to appear, but without ringing).

### Section 2 — Requests Regarding Telephone Lines, Jacks and Auxiliary Equipment

#### Circular Hunt

Several telephone lines may be linked together so that when a call goes through to one and it is busy, the call will jump to the next number in sequence. Specify which numbers should be linked together.

#### Restriction

Telephone calls can be restricted to Connecticut only. Use this if employees do not need to call out of state as part of their responsibilities.