## Louisiana Office of Technology Services Network Services Hosted Voice Service (HVS) New Service Order Form (NS-60)

General Information				
Date	Requested Due Date <sup>1</sup>			
GL Number	TC Submitting Request			
Agency/ Division	TC's Telephone Number ( )			
Department				
Order Information				
Order Contact				
Order Contact Telephone Number ( )				
Order Contact Email Address				
User Information				
User Name	Address/Bldg/Floor			
E-mail Address	City and Zip Code			
Telephone Number or NEW ( )	Room/ Cubicle			
PC/ Blue Jack ID Number	PC Inventory Tag Number			
IT Information				
Agency IT Contact Name				
IT Contact Telephone Number ( )				
Is there an active PC data jack for this user?				
*** If No, check below to acknowledge. Complete an NS-25 Data Dial Tone Service Order Form and submit it to				
<u>networkorders@la.gov</u> to have the data port activated or a new jack installed. <b>TC Acknowledge</b> A Data Dial Tone Service Order Form will be submitted to OTS-NS for this user.				
Note: See <a href="https://www.doa.la.gov/doa/ots/policies-and-forms/">https://www.doa.la.gov/doa/ots/policies-and-forms/</a> for OTS Network Services forms				
Equipment Information				
Aastra Set Quote required: Basic 6863i Business 6867i M685i Add-On-Button Module				
Other:				
Service Information				
HVS Services Needed: Premium Package is required for each user (Package includes Voice Mail (VM) and Caller ID)				
Options:  International Long Distance	Unified Messaging (UM) UM Email Delivery Second Line E-mail Notification of .wav file			

<sup>&</sup>lt;sup>1</sup> Allow 6-week interval if porting an existing phone number to HVS. New phone numbers do not require the porting delay.

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TEMPLATE for the	6867i phone:			
"Look alike" tele	phone number ( )			
Assistance Nee	ded			
Optional Add-on	☐ Mobile Softphone Communicator Client	PC Softphone Communicator Client	☐ Video capability on Softphone(s)	
List HVS phone numbers this user must monitor (BLF buttons; requires 6867i set):				
List other HVS phone numbers this user must answer (SCA; requires 6867i set):				
Additional Info	rmation			
Comments regarding specific features needed:				