

Instructions for HVS Move Order Form (NS-65)

Date	Date form is being submitted to voiceorders@la.gov
GL Number	Cost center to be charged for this request
Agency/Division	Agency and division requesting the service
Department	Functional department within the division, if applicable
Requested Due Date	Preferred due date for this request
TC Submitting Request	Name of TC completing and submitting this request
TC's Telephone Number	Phone number of TC submitting this request
Order Contact	Name of agency employee who can answer questions about this request
Order Contact's Telephone Number	Phone number for order contact above
Order Contact's Email Address	Email address for order contact above
User Name	Name of employee for whom service is being moved
User Telephone Number	HVS telephone number to be moved
User Email Address	Email address (for user name above)
Aastra Device Type	Enter model number from Aastra tag on back of phone
Device Serial Number	Enter the serial number from Aastra tag on back of phone
Existing Address/Bldg Location/Floor	Street address, building name and floor where the service is working today
City	City (for the address above)
Zip Code	Zip code (for the address above)
Room/Cubicle Number	Office, room, and/or cubicle number (for the address above)
HVS Device/ PC Jack ID Number	The ID number that appears on the wall jack that the user's HVS phone plugs into today Example: 02E20
New Address/Bldg/Floor Location	Street address, building name, and floor level where the service is to be moved
City	City (for new address)
Zip Code	Zip code (for new address)
Room/Cubicle #	New location's office, room, and/or cubicle number
HVS Device/PC Jack ID#	The ID number that appears on the wall jack that the user's PC or HVS device will plug into at the new location Example: 03B35
Agency's IT Contact Name	Name of the IT staff person who normally services the agency's computers and servers
IT Contact Telephone Number	Phone number for agency's IT contact above
Is there an active PC data jack at	Can you plug in a computer and access the internet at the

- the new location?** proposed location for this user today? If the answer to this question is "No", check the box to acknowledge and also submit an OTM-25 Data Dial Tone form as directed
- Requested Features, Changes/Additions** Indicate any feature changes required (call pickup group, hunting, etc)
- Additional Comments** Note any additional information that will help OTS-NS understand the user's requirements

Email the completed form to OTS-NS at voiceorders@la.gov. Include an OTM-16 form if this request is for multiple devices.