

Stanford University IT Services

Directions to order anew telephone service in the ORDERIT system

1. Go to orderit.stanford.edu.

2. On the left-hand column, select your organization (SCH, SHC, University or Students) and the service you would like to order.

Note: The example below shows how to order telephone service for a University staff.

3. Click the **Add Telephone Service** name or icon to open the request form.

Stanford | OrderIT

Search OrderIT Forms

REQUESTSREPORTSADMINISTRATION

ORDER ITITEMS IN CART:0

Browse Categories

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Stanford Children's Health

Stanford Health Care

Stanford University

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x IT Services Internal

Telephones - SU



Information Technology Services is Stanford's in-house **telephone service** provider. The standard offering for new business telephone service is Cisco VoIP (voice over IP). IT Services also offers Nortel VoIP and traditional telephones, but only to departments that already subscribe to those services. Information about **Bible-Sheet** drawings can be found [here](#).

Information about **Building Maps** can be found [here](#).
Use the [Add Telephone Service form](#) to order:

- desk phones
- conference Room phones
- FAX lines
- elevator phones
- on-campus dialing only (for labs, lobbies, hallways)

Use the [Change Telephone Service form](#) to make service profile changes such as:

- change phone set
- enable, disable, or reset voice mailbox
- add or change display name
- change service location
- change subscriber
- change PTA

Use the [Cancel Telephone Service form](#) to permanently deactivate telephone service.

New Telephone Service

Change Telephone Service


Cancel Telephone Service




Use this form to order new telephone service, phone sets, and voicemail. To help expedite your order, please be sure that all the information requested on the form is accurate and ...



Use this form to make changes to existing telephone service or voicemail.



Use this form to cancel telephone service.

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HOMELOGOUT

4. Complete the request form by entering the Project-Task-Award (PTA) and all required fields marked with an asterisk *.

ORDER IT

Item: New Telephone Service



Use this form to order new [telephone service](#), [phone sets](#), and [voicemail](#). To help expedite your order, please be sure that all the information requested on the form is accurate and complete. **Note:** IT Services does not provision [headsets](#). They must be supplied by your department.

One Time Cost: \$0.00 / \$0.00 Monthly Cost

Billing Information	
? Billing Information	
Billing *	<div><input type="radio"/> Stanford Childrens Health</div> <div><input type="radio"/> Stanford Health Care</div> <div><input checked="" type="radio"/> Stanford University</div> <p>If your Budget Unit or department has an annual contract with IT Services for phone service, we will not charge your PTA when you place this order. Instead, we will notify the manager for your annual contract of this request. If your department does not have an annual contract with IT Services, standard rates apply (however, those rates will not appear on this form).</p>
School of Medicine *	<div><input checked="" type="radio"/> No</div> <div><input type="radio"/> Yes</div>
PTA *	<div><input checked="" type="radio"/> Enter</div> <div><input type="radio"/> Find</div>
Enter *	<div><input type="text"/></div> <div>Validate</div>
Order Details	
? Order Details	
Service *	<div>Phone</div> <div></div>

5. At the bottom of the page, click **Add to Cart**.

Finalize Order



Click **Update Cost as Configured** to see billable charges.

* denotes a required field

One Time Cost: \$0.00 / \$0.00 Monthly fee

Update Cost As Configured

Add to Cart

6. Click **Submit Request** to complete your order. You will receive an email confirming submission and another message when your order is completed.