

Chicago State University
Telephone Model Assignment Based Upon Business Criteria

Telecommunications has created guidelines for the assignment of telephone type to gain campus consistency and to contain and reduce cost, while preserving the best interest of the University. Outside of the guidelines, the User can purchase the desired phone by transferring funds into Telecommunications account #LI315-1700 following clearance and sign-off by the department's Dean, CIO or Vice Presidents



M2616 w/display multi-line telephone



M3904 and IP phones

Multi-line telephone: Hands free speakerphone/mute key, caller I.D., date/time display, message waiting LED, feature keys, hold key, release key, ability to have multiple extensions and line appearances.

Job function criteria:

- a) Secretaries, administrators, or office assistants that perform call coverage (answer phone calls) for the entire unit or department.
- b) Participants of an automatic call distribution (ACD) group.
- c) Recipient requires programmable feature keys to support special applications or functionality.
- d) Executive management and their direct reports that have the responsibility of managing multiple staff members

Price Sheet When Servicing
Grants, Requests Outside of CSU Telecommunications Guidelines and Office Allotment
For Telephone, Voice Cable and Data Jack

Telephone :

- \$200.00 --- Purchase and installation of a Multi-Line Telephone (M2616) with display
- \$225.00 --- Purchase and installation of a Multi-Line Telephone (M3904) with display
- \$400.00 --- Purchase and installation of a Multi-Line Telephone (M3904 w/addon mod) with display
- \$275.00 --- Purchase and installation of an IP Telephone with display

Voice or Data Cable:

The cost below is based upon requests outside of the standard allocation of 1:1 (voice/data) per User. Quantities greater than three data cables require the vendor to review the work. A quote of the cost from the vendor will be submitted to the User for consideration.

- \$200.00 --- Installation of a jack where there is existing wiring
- \$426.00 --- Installation of a new jack

NOTE: Installation turn around time for quantities of 1-3 items is five business days from the receipt and acceptance of the order.
Quantities of 3 items or greater will be worked as a project. The projected completion time will be determined following a discussion with the customer and vendor

**** ALL REQUESTS FOR DATA DROPS/SERVICES MUST BE PROCESSED THROUGH THE ITD HELP DESK xt.3963****