

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

NEW



Single Line telephone w/display: Hands free speakerphone/mute key, caller id, date/time display, message waiting LED, flash key for call waiting and conference calls, hold key, five (5) fixed feature keys, eight (8) manual programmable auto-dial keys, redial key, and release key.

Job function criteria:

- a) Participants in an automatic call distribution (ACD) group
- b) Director or above job title that participate in a high volume of external University conference calls and require the display/hands free feature to professionally and efficiently conduct university business.
- c) User that manage staff without the presence of an administrative assistance or secretary and do not require multi-lines.



Single Line telephone w/o Display: Message waiting LED, redial key, link key for conference calls and call waiting, hold key, last number dialed/save key, six (6) manual programmable auto-dial keys, and release key.

Job functional criteria:

- a) Tasks require User to make internal and external University business calls

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

M9316 w/display is a single line telephone M8009 w/o display is a single line telephone

Telephone:

- \$180.00 --- Purchase and installation of a Single Line Telephone with display
- \$ 50.00 --- Purchase and installation of a Single Line Telephone without 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 turnaround 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 ITD HELPDESK xt.3963****