

ITD-SD-01

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Effective  
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## TELEPHONE / NETWORK REQUEST FORM

Information Technology Division (ITD)  
International Islamic University Malaysia

### CUSTOMER'S INFORMATION

Full Name : \_\_\_\_\_ Staff No : \_\_\_\_\_  
Designation : \_\_\_\_\_ Email~@iium.edu.my : \_\_\_\_\_  
Mobile Phone : \_\_\_\_\_ Department /Unit : \_\_\_\_\_  
Room No : \_\_\_\_\_ \*Face Plate No : \_\_\_\_\_  
(i.e : CS-01-145)  
Kuliyah.Centre/Division/Institute/Office (KCDIO) : \_\_\_\_\_

### TYPE OF TELEPHONE SERVICE REQUEST

- New Telephone Line  
 New Fax Line  
 Remove Existing Line  
 New Cabling ( layout plan is required )  
 Move to New Location  
Existing Face Plate : \_\_\_\_\_ Room : \_\_\_\_\_  
 Others ( please specify )

### TYPE OF NETWORK SERVICE REQUEST

- New Network For Computer  
 New Network For Notebook/Printer  
 New Network For Server  
 New Cabling ( layout plan is required )  
 Move to New Location  
Existing Face Plate : \_\_\_\_\_ Room : \_\_\_\_\_  
 Others ( please specify )

### REASON FOR APPLYING

Note : Customer must ensure that the telephone/network service will be used as stated in the ICT Procedures and Guidelines .

Signature :

Date :

### K/C/D/I/O CONTACT PERSON

Name  
Designation  
Tel/Mobile Phone

### RECEIVED BY ITD SERVICE DESK

Report No :

ITD Service Desk : Tel : 03-61966666 Fax : 03-61966665 Email : servicedesk@iium.edu.my