

# Louisiana Office of Technology Services Network Services

## Data Dial Tone Service Order Form (NS-25)

OTS-NS ORDER NUMBER \_\_\_\_\_  
(To Be Completed by OTS-NS)

TICKET NUMBER \_\_\_\_\_  
(To Be Completed by OTS-NS)

### Billing Authorization (Required fields marked with asterisk)

Agency Cost Center Number\* \_\_\_\_\_

TC Name\* \_\_\_\_\_

TC Office Telephone\* \_\_\_\_\_

TC Mobile Telephone \_\_\_\_\_

TC Email\* \_\_\_\_\_

Save a copy for your records. For fastest processing: (1) TC listed to the left must be valid, (2) form must be sent from the email account of the valid TC listed, (3) mandatory fields must be populated and (4) due date requested must be at least two days after email is sent.

### General Information

Department/Office/Section \_\_\_\_\_

Expedite Charges Authorized ☐ (checked box = "yes") Due Date Requested \_\_\_\_\_

### Technical Contacts (Required fields marked with asterisk)

Primary Contact Name\* \_\_\_\_\_ Alternate Contact Name\* \_\_\_\_\_

Primary Contact Office Phone\* \_\_\_\_\_ Alternate Contact Office Phone\* \_\_\_\_\_

Primary Contact Mobile Phone \_\_\_\_\_ Alternate Contact Mobile Phone \_\_\_\_\_

Primary Contact Email\* \_\_\_\_\_ Alternate Contact Email\* \_\_\_\_\_

### OTS-NS-25 Table of Contents

|                           |   |
|---------------------------|---|
| <a href="#">Section 1</a> | User-Location Service Request – <ul style="list-style-type: none"><li>1A-activate, deactivate or change the setup of a data jack in a building for desktop computers, laptop computers, printers, etc.</li><li>1B-install, remove or reconfigure an OTS-NS wireless access point to provide wireless service to an entire floor or an area of a floor</li></ul> |
| <a href="#">Section 2</a> | Data Center - Server Network Connection - activate, deactivate or change the setup of a data jack in a data center for devices requiring network connectivity   |
| <a href="#">Section 3</a> | Customer Notes - additional relevant information  |

\* Mandatory fields

\*\*OTS-NS to assign inventory number for new services / Agency to provide inventory number for existing service

# Louisiana Office of Technology Services Network Services

## Data Dial Tone Service Order Form (NS-25)

### User-Location Service Request

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**Section 1**

Building Name

Physical Address

☐ **Desktop, Laptop, Printer, HVS Telephone, etc. Network Connection(s)**
**1A**

| Action  | OTS-NS Inventory Number** | Jack Number | Port Color | Access Type | Speed | Duplex | POE Required? | Wiring Required? | Floor | Room / Cubicle | HVS <sup>1</sup> | Notes |
|---|---------------------------|-------------|------------|-------------|-------|--------|---------------|------------------|-------|----------------|------------------|-------|
|   | DDIALDSK                  |             |            |             |       |        |               |                  |       |                |                  |       |
|   | DDIALDSK                  |             |            |             |       |        |               |                  |       |                |                  |       |
|   | DDIALDSK                  |             |            |             |       |        |               |                  |       |                |                  |       |
|   | DDIALDSK                  |             |            |             |       |        |               |                  |       |                |                  |       |
|   | DDIALDSK                  |             |            |             |       |        |               |                  |       |                |                  |       |
|   | DDIALDSK                  |             |            |             |       |        |               |                  |       |                |                  |       |
|   | DDIALDSK                  |             |            |             |       |        |               |                  |       |                |                  |       |
|   | DDIALDSK                  |             |            |             |       |        |               |                  |       |                |                  |       |
|   | DDIALDSK                  |             |            |             |       |        |               |                  |       |                |                  |       |
|   | DDIALDSK                  |             |            |             |       |        |               |                  |       |                |                  |       |
|   | DDIALDSK                  |             |            |             |       |        |               |                  |       |                |                  |       |
|   | DDIALDSK                  |             |            |             |       |        |               |                  |       |                |                  |       |
|   | DDIALDSK                  |             |            |             |       |        |               |                  |       |                |                  |       |
|   | DDIALDSK                  |             |            |             |       |        |               |                  |       |                |                  |       |
|   | DDIALDSK                  |             |            |             |       |        |               |                  |       |                |                  |       |
|   | DDIALDSK                  |             |            |             |       |        |               |                  |       |                |                  |       |
|   | DDIALDSK                  |             |            |             |       |        |               |                  |       |                |                  |       |
|   | DDIALDSK                  |             |            |             |       |        |               |                  |       |                |                  |       |
|   | DDIALDSK                  |             |            |             |       |        |               |                  |       |                |                  |       |
|   | DDIALDSK                  |             |            |             |       |        |               |                  |       |                |                  |       |
| <sup>1</sup> To order a new HVS number, or to request changes to existing HVS service (including change of name, features, floor, address), the agency must also submit an NS-60 HVS New Service Order Form or an NS-65 HVS Move/Change Order Form. |                           |             |            |             |       |        |               |                  |       |                |                  |       |

☐ **Wireless Access**
**1B**

| Action | OTS-NS Inventory Number** | Access Type | Preferred SSID | Number of IP Addresses (no charge for 24 or less) | Only necessary for first wireless installation. If not the first, please ignore. |                |
|--------|---------------------------|-------------|----------------|---|--|----------------|
|        |                           |             |                |   | Radius Server IP   | Relevant Notes |
|        | DDIALWLAN                 |             |                |   |  |                |
|        | DDIALWLAN                 |             |                |   |  |                |
|        | DDIALWLAN                 |             |                |   |  |                |

\* Mandatory fields

\*\*OTS-NS to assign inventory number for new services / Agency to provide inventory number for existing service

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Data Center Name

Physical Address

☐ Server Network Connection(s)

| Action | OTS-NS Inventory Number** | Speed | Duplex | Cable Type | Fiber Interface | Floor | Room | Rack Intersection | VLAN or IP | Relevant Notes |
|--------|---------------------------|-------|--------|------------|-----------------|-------|------|-------------------|------------|----------------|
|        | DDIALSRVR                 |       |        |            |                 |       |      |                   |            |                |
|        | DDIALSRVR                 |       |        |            |                 |       |      |                   |            |                |
|        | DDIALSRVR                 |       |        |            |                 |       |      |                   |            |                |
|        | DDIALSRVR                 |       |        |            |                 |       |      |                   |            |                |
|        | DDIALSRVR                 |       |        |            |                 |       |      |                   |            |                |
|        | DDIALSRVR                 |       |        |            |                 |       |      |                   |            |                |
|        | DDIALSRVR                 |       |        |            |                 |       |      |                   |            |                |
|        | DDIALSRVR                 |       |        |            |                 |       |      |                   |            |                |
|        | DDIALSRVR                 |       |        |            |                 |       |      |                   |            |                |
|        | DDIALSRVR                 |       |        |            |                 |       |      |                   |            |                |
|        | DDIALSRVR                 |       |        |            |                 |       |      |                   |            |                |
|        | DDIALSRVR                 |       |        |            |                 |       |      |                   |            |                |
|        | DDIALSRVR                 |       |        |            |                 |       |      |                   |            |                |

\* Mandatory fields  
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