Requesting Phone Services

Get a New Phone Set and/or Extension

To have a new extension installed, the location must have an empty ivory-colored wall jack (usually labeled with a "V"). There must be a receptacle for plugging in the cable and not just a cover over the hole.

If no wall receptacle is available, one will need to be installed. This work is done by an outside contractor and typically costs from $400 to $900.

To obtain a new phone set or extension, submit a Telephone Service Request Form. Include the jack number where the new extension should be installed; whether the new extension should have long distance calling capability; a budget number for charging long distance calls, if applicable; a description up to 20 characters in length for the monthly departmental long distance report; and an unused number from your department for the new extension, if possible.

Get an Extension Relocated

To request that Telephone Services relocate an extension, submit a completed Extension Relocation Worksheet (Excel) to phones@pugetsound.edu.

How to identify a wall jack:
Phone jacks are ivory in color and usually labeled with a "V". Orange or blue jacks labeled with a "D" are for the network only. Example: A jack for room 015A might be labeled 015a-V1, 015a-V2, etc.