

## Service Orders

Follow these steps to place a service order with ORF-ICN:

- The following information is needed to place an order:
  1. Know the product or type of service to be ordered
  2. Location where product is to be installed (building and room number)
  3. Badge number
  4. Contact name and telephone number
  5. A telephone number located in the vicinity of the one to be installed
  6. A charge account number
- Contact your Division Telecommunications Coordinator (DTC) to place an order. For the authorized DTC in your organization, please contact the Service Center @ 576-3663.
- DTC requests for special service circuits (a new form is being developed).

Note: DTC resource only available to ORO internal network users.