

### **REQUESTING A CABLING ESTIMATE:**

***THIS IS WORK TO BE PERFORMED BY AN OUTSIDE VENDOR. PLEASE NOTE THAT UNLESS PREVIOUSLY ARRANGED, THE REQUESTING SITE IS RESPONSIBLE FOR ALL COSTS ASSOCIATED WITH WORK PERFORMED BY THE VENDOR.***

Submit a Help ticket to Information Technology Services

Be sure to list the following on the help ticket:

1. Room number or room description.
2. Desired location in the room (West wall 6 feet from the left corner.)
3. Budget number to charge the costs to.
4. Time frame (if applicable)

### **PURCHASING CABLES:**

**Ethernet Cables:** Order the following cables from the warehouse for networked printers and computers ( iVisions ).

**#001135 – 3’L Ethernet Connection, Apple** (order if your printer is no further than 3’ from the wall outlet.

**#001133 – 6’L USB cable**

**Ethernet Patch Cable that is longer than 10'** must be special ordered by I.T.S. You must submit a work order (OPRAS) to Information Technology Services. In the 'Description' area of the work order, specify the length of the cable that you need, and the description and I.D.# of the equipment that it will be used for. You must also include a budget number to cover the cost of the cable.