**Complete the form field as required and in the “Additional Information” field, indicate the following:**

This request is for AT&T soft phone services.

Current work phone number:

Building name and room number of your current phone on campus:

Indicate if you would like to retain your current phone number:

(Note, if you choose to retain your current phone number, an additional monthly charge of $14.50 will be applied until the old line is ported or you choose to cancel the old line)

Indicate whether you would like to use the basic or premium communicator:

(Note, if you choose the basic communicator, you will need to have remote office enabled to forward inbound calls to a personal phone. If you have chosen basic communicator, include the phone number to which you would like your work phone calls forwarded.

Indicate what name you would like displayed on outgoing calls:

(Note: you may choose to display your own name or 'UNC School of Medicine'. It is not permissible to display any additional level of detail that would indicate your specific department, division, or area of research)

Indicate if you want voicemail to email enabled:

(This will send an audio file of each voicemail receive to your UNC email account; available at no additional charge)