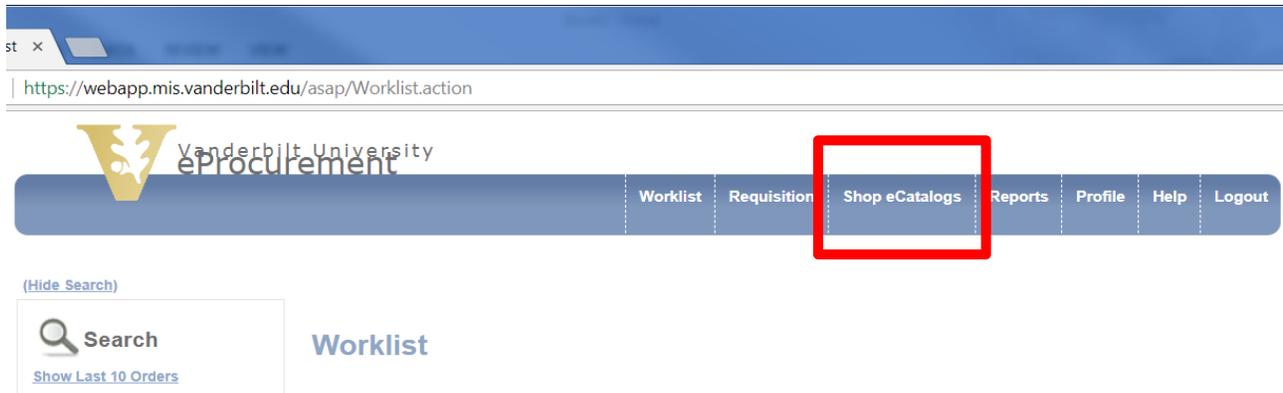


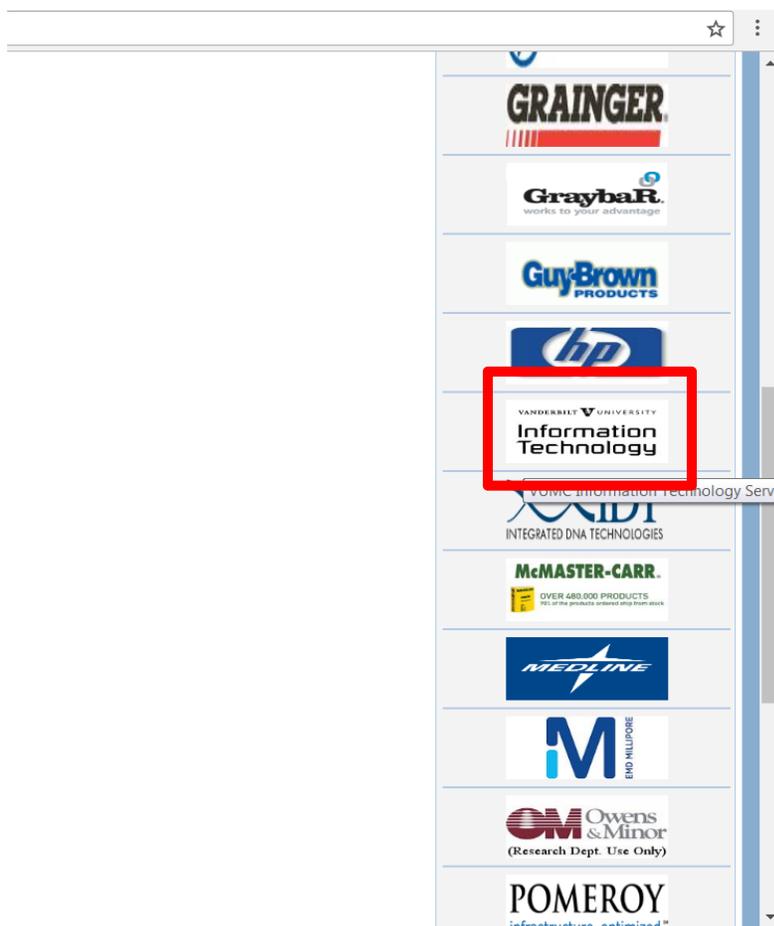
How To Move A Lync Phone

Step 1: Log into eProcurement and select "Shop eCatalogs"

<https://finance.mc.vanderbilt.edu/proc/eproc/>



Step 2: On the right hand side select "VU Information Technology"



Step 3: Select "Unified Communications (Lync/Skype) (15)"

//webapp.mis.vanderbilt.edu/asap/Punchout.action

Click here to abandon your shopping session and return to Catalog+.

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Storefront | Cart

Shopping Tools

- [Catalog](#)
- [Quick Order](#)
- [Saved List](#)
- [Order History](#)

Select Category

-  [Billing Changes \(5\)](#)
-  [Cellular Services \(14\)](#)
-  [Location and Monitoring Services \(RFID\) \(24\)](#)
-  [Security \(7\)](#)
-  [Training Classes \(1\)](#)
-  [Unified Communications \(Lync/Skype\) \(15\)](#)
-  [Voice Services \(87\)](#)

Selections

- [Billing Changes \(5\)](#)
- [Cellular Services \(14\)](#)
- [Location and Monitoring Services \(RFID\) \(24\)](#)
- [Security \(7\)](#)
- [Training Classes \(1\)](#)
- [Unified Communications \(Lync/Skype\) \(15\)](#)
- [Voice Services \(87\)](#)

Step 4: Select "Move Lync Device (Polycom)" \$0 EA

NOTE: You will need your extension, building name, jack # and room # of where you are moving.

https://webapp.mis.vand... | Secure | https://webapp.mis.vanderbilt.edu/asap/Punchout.action

Click here to abandon your shopping session and return to Catalog+.

an error when the user check outs.

Results: 1 - 15 of 15 Total Items
Page 1

| Item Number Man. Part# | Description | Price Qty/Unit | Add to Cart |
|--|---|-------------------|-------------|
|  UC03 | Install Lync UC | \$0.00 T/EA | Select |
|  UC04 | Remove Lync Voice | \$0.00 T/EA | Select |
|  UC08 | Lync Electronics Savi 740 | \$250.98 T/EA | Select |
|  UC09 | Change Lync User | \$0.00 T/EA | Select |
|  UC10 | Move Lync Device (Polycom CX6000/XX411/XX2601 only) | \$0.00 T/EA | Select |
|  UC15 | Purchase Lync Replacement Phone (for Existing Customers Only) | \$0.00 T/EA | Select |
|  UC16 | Downgrade Lync to Forward Virtual | \$0.00 T/EA | Select |

Step 5: Fill in the required information and add to cart. Do this for each phone you're moving.



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You Are Here: [Vanderbilt Information Technology](#) > [Unified Communications \(Lync/Skype\)](#) [back](#)

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Selections

- [Billing Changes \(5\)](#)
- [Cellular Services \(14\)](#)
- [Location and Monitoring Services \(RFID\) \(24\)](#)
- [Security \(7\)](#)
- [Training Classes \(1\)](#)
- [Unified Communications \(Lync/Skype\) \(15\)](#)
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Search





Move Lync Device

Please Enter Current Lync Extension

Please Enter the Current Building Name

Please Enter Current Room Number

Please Enter New Building Name

Please Enter New Location Room Number

Please Enter Jack Number (if known)

Move Lync Device (Polycom CX600/VVX411/VVX601 only)

This Lync device requires a technician to move to a new location. All other Lync devices can be moved by the end user.

Please note that there are labor charges on all phone orders, and the amount of time billed is dependent upon the nature of the changes and is at the discretion of the technicians. Labor is \$50 per hour, and there is a minimum charge of \$25 per order.

For large phone orders, supporting documentation (i.e. spreadsheets) should be faxed to (615) 343-1605.

Upon receiving your order, VUIT technicians will assess the work, and a representative of VUIT will call you to confirm your order and schedule it. For more information about our products and services, and for user guides and training, please see our website [here](#).

FYI: The Lync client must be installed on the computer prior to a technician coming onsite to a phone install.

| Item Number Man. Part# | Description | Price Qty/Unit | Add to Cart |
|---------------------------|---|-------------------|---|
| UC10 | Move Lync Device (Polycom CX600/VVX411/VVX601 only) | \$0.00 1/EA | <input type="button" value="Add to Cart"/> <input type="text" value="1"/> <input type="button" value="CART LIST"/> |

Jack # can be determined by labels on the outlet.

