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)"

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

Jack # can be determined by labels on the outlet.