

Title

Activate network connection - Printer

Assignment Date

December 10, 2020 9:00AM to
December 10, 2020 11:00AM EST

CHECK IN REQUIRED

ARRIVAL TIME

_____ AM/PM

DEPARTURE TIME

_____ AM/PM

Description

Activate network connection - Printer

Install new CAT 5E cable if required

Patch to available port on switch, DO NOT USE ports 1-10

Reports switch & port info to Telaid during check out from site

DO NOT install/move any hardware

Contact Information

Support Contact

Service Desk
(866) 566-4295

Assignment Location

90837 - ATLANTA, GA
5 CONOURSE PKWY
ATLANTA, GA 30328
USA

Custom Information

- Client Name: MORGAN STANLEY SMITH BARNEY
- Case ID #: PRJTASK4695302
- Customer PO #:
- Customer Ticket #:

Notes

Approval

By signing below, you acknowledge your agreement with the satisfactory completion of the assignment details listed above. Additionally, you verify the accuracy of the arrival and departure time(s) entered on this form.

Customer Name (Printed) _____

Customer Signature _____

Date _____

Title

Activate network connection - Printer

All spend limit requests must be documented and approved.
Questions, change of scope or spend limit requests should be directed to:
Service Desk, service@telaid.com, (866) 566-4295

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Instructions

TASK15822806/ REQ14019523

WW: 12/10

CONTACT TELAID 866-566-4295 TO LOG ON & OFF SITE

Activate network connection - Printer

Printer name: xb000022-c015

Serial number: JPCCH8B09M

Printer make: HP Color LaserJet enterprise

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if port appears disabled (solid amber link), contact ops 718-754-4060 or 718-754-5400 opt. 2 ref# If you are unable to get a hold of support, and have tried to contact them for at least 15 minutes, please contact the TelaId service desk to escalate.

- provide full switch name (typically starts with xb) and port(s) to activate.
- ops will enable port(s) and validate connectivity
- report switch & port to telaId during check out from site

LCON: Sharon Lavelle +1 770-698-2176

Completion Details

Instructions

All Required deliverables are due upon check out. Deliverables must be submitted prior to requesting an expense reimbursement. This will allow TelaId to review for timely payment approval.

If deliverables are not received within 24 hours from check out, a 10% deduction penalty will be automatically applied to the assignment.

If no deliverables are received within 72 hours from check out, a \$0 payment will be applied to your assignment and another resource will be dispatched to complete the scope of work.

Deadline

Deadline to submit attachments is **24** hours after assignment start.

Deliverables

You are required to include 1 attachment(s) for this assignment:

- 1 Sign Off Form

Custom Information

- Client Name: MORGAN STANLEY SMITH BARNEY
- Case ID #: PRJTASK4695302
- Customer PO #:
- Customer Ticket #:

Parts & Logistics

Parts will be supplied by the worker.

Code of Conduct

Technicians must represent themselves as a Telaid technician, wear either a polo shirt or a buttoned shirt with collar, and clean pants.

Terms of Agreement

If you are running late, you must notify us before the ETA is missed and provide us with your new ETA. •A 5% deduction penalty will be applied for late arrival to service jobs, unless client penalty is greater. •A \$100 deduction penalty will be applied for each late arrival occurrence on project work, unless client penalty is greater. •If late arrival occurred on work requiring a firm ETA, you risk losing Firm ETA jobs (service or project) for 30-60 days at our discretion •The firm ETA penalty above will be cross-referenced to all Auto-Routed talent pools and repeat offenders will be removed from Auto-Routing for 30-60 days at our discretion All required deliverables are due upon Check Out. Deliverables must be submitted prior to requesting an expense reimbursement. This will allow Telaid to review for timely payment approval. If deliverables are not received within 24 hours of Check Out, a 10% deduction penalty will be automatically applied to the assignment. If no deliverables are received within 72 hours from Check Out, a \$0 payment will be applied to your assignment and another resource will be dispatched to complete the scope of work.

Print Badge

Use this badge to take with you and show on site for your assignment.



Phillip Lumpkin

On behalf of: **Telaid**

Valid: 12/10/2020 9:00AM to

12/10/2020 11:00AM EST

For: Activate network connection - Printer (4063873613)