



# Disconnect an AT&T Switched Ethernet with Network on Demand port

Learn how to disconnect an AT&T Switched Ethernet<sup>SM</sup> with Network on Demand port.

**Note:** If you have an AT&T Switched Ethernet Service<sup>SM</sup> port, first disconnect all EVC segments from the port. Then ask your AT&T sales representative to disconnect the port for you.

---

## Before you disconnect a port

You can choose to disconnect an AT&T Switched Ethernet with Network on Demand port for several reasons:

- If you change the cabling connected to a port from electrical to optical.  
**Note:** To minimize downtime, order the new port, add the port as an endpoint to the EVC of the current port, and then disconnect the old port.
- If you replace a Port-based port with a virtual local area network (VLAN)-based port so that you can connect more than one Ethernet virtual connection (EVC) to the port.

**Note:** When you disconnect a port that's connected to a point-to-point EVC, the EVC and both EVC segments are deleted. When you disconnect a port that's connected to a multipoint EVC, only the EVC segment connected to that port is deleted.

---

## Disconnect a port

1. Log in to Business Center. The **Business Center** homepage appears.
2. Go to the Network inventory page:  
**Business Center > Manage > Network > View all inventory**
3. Expand the location with the port you want to disconnect. Then, expand **AT&T Switched Ethernet**. The port details appear.
4. To the right of the port you want to disconnect, in the **Actions** menu, click **Create order**. The **Manage AT&T Switched Ethernet** page appears.
5. To the right of the port, in the **Actions** menu, click **Delete port**. A message appears confirming that the port is disconnected.
6. Click **Continue**. The **Disconnect port** window opens.
7. Under **Request a disconnection date**, do one of the following:
  - To schedule as soon as possible, select **Schedule as available**, and then click **Continue**.



**Note:** When you choose this option, it can take time before the port is removed from your inventory page. You may need to refresh the page, or check back later.

- To schedule for a later time, choose **Select a date and time**, and then select the date and time you want. Click **Continue**. A message appears indicating that the schedule is saved.
8. Click **Review order**. The **Review order** page appears.
  9. Click **Submit order**.