

Facilities Management

New Phone Request Form

Please fill out the following

Department: _____

Date: _____

Whose phone will this be? _____

This phone requires: Voice Mail Rollover Lines Pickup Groups

Type of Phone: 1 Line 2 Line 6 Line Expansion Module

Phone Line Setup (List the extensions to be on the phone and any other extension related please keep your answers from above in mind):

Line 1 _____

Line 2 _____

Line 3 _____

Line 4 _____

Line 5 _____

Line 6 _____

Expansion Module:

Is this phone going to be in a Pick-up Call Group? YES / NO

If yes list the numbers in this group:

