

This phone line form needs to be completed to install or change a Cisco VoIP phone line. **Standard, or existing, settings will be used unless otherwise indicated on this form.** Click check boxes and complete text boxes for section(s) needed.

1. Reassign existing LINE & PHONE to VACANT

Name of Previous USER		Voicemail Boxes are removed from vacant lines <input type="checkbox"/> Check here if box needs to remain on the line
MAC Address - from bottom of phone	Existing Phone #	<input type="checkbox"/> USER left SOV employment <input type="checkbox"/> USER Transferred Department / Location

2. Reassign existing LINE & PHONE to NEW USER

New User Name		<input type="checkbox"/> Voicemail Box Needed <input type="checkbox"/> No Voicemail
Name of Previous User		<input type="checkbox"/> USER left SOV employment <input type="checkbox"/> USER Transferred Department / Location
MAC Address - from back of phone	Existing Phone #	Outbound Caller ID #: Billing Code:
<input type="checkbox"/> Keep ALL Existing Line and Phone Settings -OR- <input type="checkbox"/> See Options Marked in the SETTINGS SECTION Below		Publish User # in Outlook Address Book? <input type="checkbox"/> YES <input type="checkbox"/> NO

3. Requesting NEW LINE & PHONE for USER

New User Name		Voicemail Box Needed? <input type="checkbox"/> YES <input type="checkbox"/> NO	Type of New Phone Device requested: <input type="checkbox"/> Standard Desk Phone 8811	
Complete Physical Location		Outbound Caller ID #	<input type="checkbox"/> Console phone 8865 <input type="checkbox"/> Conference Phone 8831 <input type="checkbox"/> Other (describe):	
<input type="checkbox"/> Use ALL Standard Line and Phone Settings -OR- <input type="checkbox"/> See Options Marked in the SETTINGS SECTION Below				
Publish User # in Outlook Address Book? <input type="checkbox"/> YES <input type="checkbox"/> NO	Billing Code	MAC Address (supplied by ADS)	Phone # (supplied by ADS)	Site Code (supplied by ADS)

4. OTHER – (Please describe here and provide additional details below)

SETTINGS SECTION

- Outbound Calling Restrictions
- Call Forwarding line Restrictions
- Forward Call if no answer or busy
- Voicemail Dial "0" option
- Single Number Reach (Rings additional line)
- Additional Details (ie... alternate labeling; add another existing line to phone, add side car labeling, voicemail box, etc.)

STANDARD

- Long Distance
- Internal Only
- To Voicemail Box
- Not a set feature
- Not a set feature

CHOICES

- | | | |
|---|--|--|
| <input type="checkbox"/> Internal Only | <input type="checkbox"/> Local | <input type="checkbox"/> International |
| <input type="checkbox"/> Local | <input type="checkbox"/> Long Distance | <input type="checkbox"/> International |
| <input type="checkbox"/> To another line # | Provide # | |
| <input type="checkbox"/> Yes, call another line # | Provide # | |
| <input type="checkbox"/> Yes, call another line # | Provide # | |