

# Analog Line Station Review Sheet

(Single line phone or modem/fax line)

\* USER NAME: \_\_\_\_\_

\*\* PHONE NUMBER: \_\_\_\_\_

\*\* CURRENT LOCATION: \_\_\_\_\_

*Bldg. / Floor / Room*

\_\_\_ new fax or modem line    *OR*    \_\_\_ new phone (\_\_\_ speaker, \_\_\_ no speaker)

\* Location: \_\_\_\_\_

*Bldg. / Floor / Room*

\_\_\_ move

\*\* To: \_\_\_\_\_

*Bldg. / Floor / Room*

\_\_\_ change set type

\_\_\_ add voice mail ('0' option to \_\_\_\_\_)

\_\_\_ existing voice mail

Instructions: Please check appropriated action being requested and complete form as follows:

Location is required on all requests

For new—please indicate if line is to be used for phone or fax/modem. If phone, indicate what type of phone (speaker or no speaker)

For set type change—use form to indicate set type change to analog is being requested

For move—fill in phone number, current location and new location.

\*required fields

\*\*required but not for new phone