

M5216 Station Review Sheet

(with display, headset jack, no speakerphone)



* USER NAME: _____

** LEN: _____

** CURRENT LOCATION: _____
Bldg. / Floor / Room

___ new phone—

* Location: _____
Bldg. / Floor / Room

___ move phone—

** To: _____
Bldg. / Floor / Room

___ change set type

___ key changes

___ add voice mail ('0' option to _____)

___ existing voice mail

Key	Feature	Ring	Primary	Key	Feature	Ring	Primary
	<i>Mute Handset</i>			8			
	<i>Program</i>			7			
14				6			
13				5			
12				4			
11				3			
10				2			
9				**1			

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

Location is required on all requests

For new—fill in keys as you want phone to look when complete. Key 1 should indicate 'NEW #'

For set type change—use form to indicate set type being requested. Key 1 should be existing number. Fill in keys as you want phone to look when complete. Fill in LEN (not available on single line sets)

For move—fill in key 1, LEN, current location and new location. Only complete other keys if changes are needed.

For key changes--fill in key 1, LEN and *ONLY* keys you want changed.

For adding voice mail-- please indicate which button will be 'Message' indicator.

*required fields

**required but not for new phone