

iTelework

New Phone Extension Request Form

March 17, 2010 5:40 pm Jason

REQUIRED INFO

First / Last Name: _____

Extension Number: _____

External Caller ID Number: _____ - _____ - _____

External Caller ID Name: _____

Internal Caller ID Name: _____

Direct Number (Optional): _____ - _____ - _____

VOICEMAIL INFO

Will they have a VoiceMail Box: Y / N

Email Notification of new Voice Message: Y / N

If Yes, What is their Email Address: _____

Attach a copy of the message to the email: Y / N

Delete message off VoiceMail service after email delivery: Y / N

Text Message notification of new Voice Message sent to Mobile Phone: Y / N

If Yes, What is their mobile Number: _____ - _____ - _____

Please circle the mobile Carrier: AT & T / Verizon / Cingular / Sprint / T Mobile / Nextel / Other:

IVR ACCESS (optional)

Will this person be accessible from an IVR (interactive voice response) message: Y / N

If Yes, Please list: IVR Name: _____ Option: _____

IVR Name: _____ Option: _____

IVR Name: _____ Option: _____

IVR Name: _____ Option: _____

Will this person be listed in the Directory: Y / N