

M2616 Station Review Sheet

(with speakerphone & display)



* 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>Handsfree/Mute</i>			8	<i>Program</i>		
15				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.

*required fields

**required but not for new phone