

# M5009 Station Review Sheet

(no display, 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
9			
8			
7			
6			
5			
4			
3			
2			
**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