

M5312 Station Review Sheet

(with speaker & display) (NT4X37)



* 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</i>				<i>Mute</i>		
10				8			
9				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