

# M2008 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
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.

\*required fields

\*\*required but not for new phone