



Oregon Institute of Technology
Telecommunications

TELEPHONE EXTENSION WORKSHEET

DEPARTMENT _____ SUPERVISOR _____ PHONE _____

DATE _____ SERVICE REQUEST DATE _____ INDEX CODE _____

ADDITIONS, DELETIONS, MOVES OR CHANGES (Check all that apply):

- Add Extension
- Add Audix
- Move Extension/Equipment
- Request Authcode
- Other (please describe): _____
- Change Extension Name
- Change Recorded Audix Name
- Disconnect/Remove Extension
- Dialing Internationally
- Change Extension Programming
- Change Audix Programming
- Remove/Disconnect Audix

USER NAME _____ USER EXTENSION _____ ROOM NUMBER _____

LAST PERSON AT DESK _____

EQUIPMENT (Check all that apply):

SET TYPE:

- Basic Black K2500
- 8110 Analog Set
- 8434 Digital Set
- 6220 Analog Set
- Analog Wall Phone
- 2420 Digital Set
- 6221 Analog Set
- 6408D+ Digital Set
- Other (please describe): _____
- 8101 Analog Set
- 8411 Digital Set

AUDIX (Check all that apply):

Add/Change Covering Extension New Covering Extension _____

OTHER FEATURES (Check all that apply):

COVERAGE PATH:

Coverage Path Number _____ New Coverage Path: Yes No

Add to Coverage Path Remove from Coverage Path

Coverage Path Criteria:

Ring Intervals (2-6) _____ Busy/Don't Answer Don't Answer

Point 1 _____ Point 2 _____ Point 3 _____

PICK-UP GROUP:

Pick-Up Group Number _____ New Pick-Up Group: Yes No

Extensions in Pick-Up Group: _____

Add to Pick-Up Group Remove from Pick-Up Group Pick-Up Group Number _____