

## VOICE MAIL SYSTEM QUICK CHANGE REQUEST

Voice Mail Administrators - **Trish Souder 301-496-8497 Tammy Goodyear 301-435-9919 - Sue Byron 301-594-9427**

Date Submitted: \_\_\_\_\_ **Your Request will be processed within 2 working days.**

Contact Name: \_\_\_\_\_ Contact Telephone: \_\_\_\_\_

Contact Fax Number: \_\_\_\_\_ ORGANIZATION\*: \_\_\_\_\_ Agency Code/BAC\*\* \_\_\_\_\_

Six (6) types of transactions are allowed with this request. You may change or modify up to 5 mailboxes per request form. Enter the type of change and the data required for each transaction. **Fax form to the Voice Mail Administrator at 301-435-9907**. **Please be sure to fill in the contact fax number, so that we can fax information back if necessary.**

**No menu changes will be considered on this form!** Menu changes **must** go through your Administrative Officer (AO) or the Telecommunications Office.

Type 2 - **Change number of rings before transfer to voice mail:** Enter change type 2, mailbox number, name and ring cycle from 1 to 6.

Type 3 - **Reset password:** Enter change type 3, mailbox number and name. We will notify you of the new temporary password assigned.

Type 4 - **Add mailbox to line:** Enter change type 4, mailbox number (10-digits of phone number) name, attendant number (if applicable) and organization.

Type 6 - **Delete Mailbox:** Enter change type 6, mailbox number and name.

Type 7 - **Change attendant number:** ("0-zero" out number): Enter change type 7, mailbox number, name and new attendant number.

Type 8 - **Move mailbox:** Enter change type 8, mailbox number, name, new mailbox number and attendant number (if applicable).

Change Type	Mailbox Number	Name	New Mailbox Number	Ring Cycle	Attendant Number	Organization & BAC*

\*Organization = Enter Agency, Institute, Center or Bureau (i.e., NCI, FDA, CBER) \*\*Agency Code/BAC = Billing Account Code

Comments

**Voice Mail Administrator Use Only:**

Date Received \_\_\_\_\_ Date Completed \_\_\_\_\_ User Notified \_\_\_\_\_ Completed By \_\_\_\_\_