

VOICE MAIL CHANGE REQUEST RELINKING A MENU

In order to reconfigure the Caller's Menu, please complete both the PRESENT and PROPOSED columns.

When the Voice Mail Administrator works this order, the "Requesting Office" IS RESPONSIBLE FOR RECORDING THE NEW MENU IN ORDER FOR THESE CHANGES TO TAKE EFFECT.

NAME OF CONTACT <i>(requesting office)</i>	PHONE NUMBER
MAIN MENU TELEPHONE NUMBER	MAIN MENU PASSWORD NUMBER

CALLER MENU

PRESENT SET UP		NUMBER CHOICE	PROPOSED SET UP	
NAME	VMBX #		NAME	VMBX #
		(1)		
		(2)		
		(3)		
		(4)		
		(5)		
		(6)		
		(7)		
		(8)		
		(9)		

NOTE: If someone is being DELETED from this mail box please give reason below. . .DO NOT JUST DELETE SOMEONE.

Example: Mike Ming is being deleted from this mail box because he has transferred to NIH.
 Tom Jones is being deleted from this mail box because he has retired.
 Roland Green is moving to a new office and the request to move his mail box is on the attached PSC-40.

1. _____
2. _____
3. _____
4. _____