



## Cisco IP Phone Request

### Request - Update an existing Cisco IP Phone

Request Type:	Change Name on Existing Phone	Change Name on Existing Voice Mailbox
Display Name		
Directory Number		
MAC Address		
Model # of Phone		
Employee #		
Voice Mail Y/N		
Data Jack #		
Room / Cubicle #		
Site Contact Name		
Site Contact Phone		

### Request- Brand New Phone

Request Type:	Install New Phone Set
Display Name	
Directory Number	
Employee #	
Voice Mail Y/N	
Data Jack #	
Room / Cubicle #	
Site Contact Name	
Site Contact Phone	