

Cisco Phone Setup and Voicemail Setup

1. Please select from two options-

* Name change on an existing Cisco phone/ Name change on Voice Mailbox
* Install New Cisco Phone

1. When requesting a change on an existing phone - please add a picture of the MAC address

of the phone being update on the Service Now request

1. When requesting a new number - please add nearby phone number
2. Default Voicemail Passcode is 2580

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| Update Existing Phone Request | 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 # |  |  |
| Telecom Contact: |  |  |

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| --- | --- | --- |
| New Phone Request | Install New Phone Set | Notes |
| Display Name |  |  |
| Directory Number # / if user already has a number |  |  |
| MAC Address (HPW (IT will provide) |  |  |
| Model # of Phone (HPW IT will provide) |  |  |
| Nearby Phone # / if requesting a new number |  |  |
| Employee # |  |  |
| Voice Mail Y/N |  |  |
| Room / Cubicle # |  |  |
| Site Contact Name Site |  |  |
| Site Contact Number |  |  |
| Telecom Contact: |  |  |