



## Sample Handset Design Form

Please complete this form and return to \_\_\_\_\_ by \_\_\_\_\_ in \_\_\_\_\_.  
 Forms will not be accepted after \_\_\_\_\_. If a form is not received, your new phone will display your extension number and a forward to voicemail button.

**Set Supervisions:**

Your new telephone can display internal extensions. The extensions will appear on the display of your telephone. This feature is a combination of three **(3)** things:

- 1) **One-touch Speed Dial** – It automatically calls the person when pressed.
- 2) **Busy indicator** – By looking at the line display next to an extension appearance you can tell if that person is on the phone.
- 3) **Call Retrieval** – You can pickup another person’s incoming call. When you want to pick up another person’s call you simply need to push the button. If you want someone else’s extension to ring on your phone, so you will be notified when they are receiving an incoming call, you need to check the “Should Ring” box on the form below.

If you want these indicators to actually ring at your desk please check the appropriate box.

**PLEASE NOTE:** The first “page” of your display will show only the first choice. To view the next four you will have to scroll down one “page”. Please list the extensions in the order of importance.

**First & Last Name** \_\_\_\_\_

**Extension Number** \_\_\_\_\_

**Department** \_\_\_\_\_

**Building** \_\_\_\_\_

Please list the name and extension number of the lines that you wish to appear (enter up to 9 extensions)	Phone Should Ring	Phone Should Not Ring
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

First & Last Name \_\_\_\_\_

Extension Number \_\_\_\_\_

**Additional Information**

Please check this box if you want callers who reach your voicemail to be directed to someone other than the operator when they press zero. Please indicate the extension number and the name of the person where you want your calls to be directed.  
\_\_\_\_\_

Please check this box if you want callers to be directed to a destination other than your own voicemail after four rings. Please indicate the extension number and the name of the person where you want your calls to be directed. \_\_\_\_\_  
Unless otherwise indicated the call will return to your own voicemail box.

In the box provided below, enter any additional information that you feel pertains to either the functioning of your new telephone or to the function of all the telephones within your department.

If you have any questions regarding this form you may contact \_\_\_\_\_ at \_\_\_\_\_.

Please complete this form and return to \_\_\_\_\_ by \_\_\_\_\_. If a form is not received, your new phone will display your extension number and a forward to voicemail button.