

## Voice Mail Menu Change Form (re-linking and or reconfiguring menu)

DelPro Number: \_\_\_\_\_ TSR or Remedy Number: \_\_\_\_\_

Due Date: \_\_\_\_\_ Service Order# \_\_\_\_\_

TIB Specialist Name: \_\_\_\_\_ Ofc Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Customer Name: \_\_\_\_\_ Ofc Phone : \_\_\_\_\_ Fax: \_\_\_\_\_

In order to reconfigure the CALLERS Menu, please complete both the PRESENT and PROPOSED columns.  
Special attention is required if a member is DELETED from this VM Menu (see instructions at the bottom of the page).

When this order is complete the "Requesting Office" is responsible for recording the NEW GREETING to reflect the changes made in the VM Menu ... unless other arrangements are made with the Specialist in the Telephone Infrastructure Branch.

Main Menu Phone Number \_\_\_\_\_ Main Menu Password \_\_\_\_\_

Name of Contact in the "Requesting Office" : \_\_\_\_\_

Voice Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

PRESENT SET UP			PROPOSED SET UP	
Member Name *	VM Box #	Number Choice **	Member Name	VM Box #
		1		
		2		
		3		
		4		
		5		
		6		
		7		
		8		
		9		

**\* Important:** If a member is being deleted from this VM Menu, give the reason for removal below:  
(Please .... DO NOT DELETE A MEMBER WITHOUT LISTING THE REASON)

**Examples:** Jack Frost transferred to FDA 01/03/04 \_\_\_\_\_  
Mary Doe retired as of 01/01/04 \_\_\_\_\_

COMMENTS: