

Frenetic Communications



"Don't get frantic...get Frenetic"

Company Name:			
Phone:		Email:	
Contact Number:		Mobile:	
Alternate Contact:		Fax:	

Section 1 – Employees and Extensions

1. List all employees, with extension numbers on last page.

Section 2 – Telephone Lines and Numbers

1. List the telephone lines that **will** be connected to the phone system.

Phone Number
Line 1
Line 2
Line 3
Line 4
Line 5
Line 6
Line 7
Line 8
Line 9
Line 10
Line 11
Line 12

2. Does anyone have a private phone number that will only ring their phone extension?

Employee Name	Extension	Phone Number

3. Which extensions will ring with incoming calls, if not going directly to an Automated Attendant?

Section 3 – Voicemail

1. Will you be using the Automated Attendant feature? _____

2. If so, how many rings before the A/A answer in the day? _____

Night? _____

3. If Day and Night are different, which extension will get the Night button? _____

4. Which extension will be the zero destination in the A/A system? _____

5. Which extension numbers will be getting a personal voicemail box? _____

Old Ext #	New Ext #	Employee Name / Location of new phone
	101	
	102	
	103	
	104	
	105	
	106	
	107	
	108	
	109	
	110	
	111	
	113	
	114	
	115	
	116	
	117	
	118	
	119	
	120	
	121	
	122	
	123	
	124	