RIT Telecommunications Services

RIT Messenger System Attachment
For questions or concerns contact Telecommunications Services at 5-5800.

Date _____ Department _____
Coordinator: _____ Phone _____ Account # _____ SR# _____

Subscribers can use this form to request adds, changes or modifications for up to ten mailboxes per request form. Enter the type of change and the data needed for EACH transaction. When the form is completed mail it, along with the Service Request to the RIT Voice/TTY Messaging Administrator at Telecommunications Services, Building 99, Room 1280, or fax the information to 5-5600. Your request will be processed within five working days from receipt of the request.

Any changes to AUTOMATED ATTENDANTS or BULLETIN BOARDS will not be processed on this form. These changes require a personal consultation. Please call 5-5858 to arrange a consultation. Turnaround time for these changes will be within two weeks.

Name	**Exten.**	**Existing Set Type**	**Requested Set Type**	**# of Rings**	**Cover on Busy Y/N**	**Cover Pt 1**	**Cover Pt 2**	**Cover Pt 3**	**Zero Out**	**Mail Box Type V, TTY, Dual**	**Mail box size Level 1, 2, 3**

Additional Comments: (Please note – if subscribers need new equipment, order may take longer.)