



New Telephone Add Form

**University
of Manitoba**

Work Order
(Telephone Office use only)

Submitter Name: _____ Date Submitted: _____

Department: _____ Submitter Phone #: _____

FOAP: _____

*Funds starting with a 3 require a [Telephone Expenses Grant Justification Form](#) attached to this request.

Required: On or Before _____

Location

Room # _____

Building _____

Jack # _____

New Phone #
(Telephone Office use Only)

Add Telephone Service/Features:

Main Set

Fax/analog

Interac

Single Line Set

Multi-line Set

Softphone

Add Voicemail

Add Voicemail to email

Add Voicemail Menu

Toll Restricted

411 Restricted

Both

(Include options/user's names in Special Instructions)

Name Display on Set (max 15 characters including spaces)

(Indicate department name or abbreviation or specific employee name—note this is optional)

Individual User

or

Shared Phone

(If individual user, complete following section)

Name of Employee using service: _____

Employee # _____ Email _____

Job Title (for People Search) _____ Department _____

Special Instructions: