

TELECOMMUNICATIONS



SUNY New Paltz

SERVICE REQUESTED:

- () Menu or Menu Change
- () Hunt Group
- () Pickup Group

Menu or Menu Change Form:

Extension where Menu will or does appear _____

Greeting:

Choices to give caller (with the extension that call will be forwarded to)

EXT.

- | | | |
|----|-------|-------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |
| 4. | _____ | _____ |
| 5. | _____ | _____ |
| 6. | _____ | _____ |
| 7. | _____ | _____ |
| 8. | _____ | _____ |

Opt out extension (where caller can reach a live person during working hours) _____

Hunt Group Form:

Will there be a main number for the hunt group (an extension that doesn't have a menu and is given to callers as the main department number)? What is it? _____

Extensions to be included in the Group _____, _____, _____, _____, _____,
_____, _____, _____, _____, _____, _____, _____, _____.

Do you want the other extensions to appear in [Sequential Order](#) or [Round-Robin](#)?

Call Pick-up Groups

Extensions you would like included in the pick-up group

_____, _____, _____, _____, _____, _____, _____, _____, _____, _____.