

Request for Voice Mail on extension (s) _____

Date _____

Fermi ID # _____

EMPLOYEE

VISITOR

CONTRACTOR

TEMP/Summer

Name _____

D / S/ C & Department _____

Location _____

Telset Tag Number _____



(this is a small metal tag usually located on the bottom of the phone and often under the removable base)

Select your type of phone:



Single Line
with Display

Two- Line
with Display

Other Model _____

(ISDN, Norstar, Cordless etc.)

NOTE: Voice Mail requests from Visitors, Contractors, or Temp personnel must include an approval by a PERMANENT FERMILAB EMPLOYEE.

Supervisor

Approval _____ ID# _____

If sending the request electronically and the Supervisor is copied on the email a signature is not necessary.

Comments:

Send to telecom@fnal.gov, FAX: 630-840-3405, or MS228

[Click here for voice mailbox set-up instructions](#)