

# Fermilab Telecommunications Department

**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      Two-Line  
with Display      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](mailto:telecom@fnal.gov), FAX: 630-840-3405, or MS228

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