

Voicemail

Application for Voicemail / Call Processor

Information Strategy and Technology Services
University of South Australia



Please note: All areas of this form are to be completed.

Applications will not be accepted if they are not signed by the appropriate authorising person or if a cost centre is not supplied.

More information is available online at <http://www.unisa.edu.au/ists/ITHelpDesk/FAQS/telephone/Voicemail>

If you require further assistance in completing this form, please contact the IT Help Desk on (08) 830 25000.

Applicant Details - (Please PRINT clearly in BLOCK letters.)

Family Name or Surname

First Name or Given Name

ORG2 Code

**Extension Number **

**MANDATORY – THIS IS THE EXTENSION NUMBER
REQUIRING VOICEMAIL OR CALL PROCESSOR**

Campus

Division / School

Services Required

Please select which services are required:

Voicemail

This will set up a standard mailbox on the extension provided above.
Please note: There is a once off charge of \$100.00 to set up a mailbox.

Call Processor

A call processor enables a voicemail greeting to be recorded that provides up to 9 action keys for callers to select i.e. transfer to mobile, transfer to internal number etc.

Provide an action description (including the phone number details) against the action keys below.

0		1		2	
3		4		5	

Please note: There is a \$30.00 charge for configuring a Call Processor for use.

Authorisation

I authorise the creation of a voicemail box and/or call processor on this extension.

Cost Centre:

Authorising Signature (Head of School/Unit)

Name of Signatory (Please PRINT!)

Phone Number

Date Signed

Please submit your completed application by: Fax 8302 5012 OR
Forward to UniSA IT Help Desk, ISTS, Mawson Lakes Campus.

ISTS Use Only

Voicemail Setup: _____

User Notified: _____

Service Call #: _____

Call Processor Created: _____

Added to Spreadsheet: _____