

Telephone Trouble Form

Please answer each question below before submitting this form.

- YES NO Does the phone have a dial tone?
- YES NO Is the phone line plugged in properly?
- YES NO Are you receiving incoming calls?
- YES NO Is the volume/ringer turned off?
- YES NO Has the line been transferred?
- YES NO When calling this line, does it ring and then go to voicemail?
- YES NO Have batteries been replaced?
- YES NO Have you tried a another working phone in this jack?

What is the brand/type of phone? _____

What type of handset do you have? 2-Line 4-Line

Phone Number:

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Building: _____

Room #: _____

Description of Problem

Submitted by: _____

Date: _____

*** Submit this form to Fred Hill ***

For office use only

Date:

SR#

Agent:

IN#