



DATA NEEDED FOR GATHERING DATABASE

I will need the following information.

1. What phones will ring during the day? And do you want a ringing delay set up for example if no one answers the phone or phones after 4 or 6 rings do you want to ring additional phones or do you want voice mail to answer?
2. At night do you want voice mail to answer or do you want the phones to ring than go to voice mail.
3. I need a list of all your phone numbers that will be on the phone system. If you are getting a T1 or PRI I need to know the vendor, the DID range, the circuit numbers, etc. If users are getting a direct dial line to their phone what is the ext and what is the direct line associate with it, also the user name. I also need a list of fax numbers and modem numbers.
4. What are the office business hours?
5. I need an extension list with first and last names and do they get a voice mailbox?
6. Will you have any phantom mailboxes for example one for directions to you're office, fax number, and web address? One for general messages.
7. I need to know what you want your day and night greeting to say. Example Thank you for calling _____ if you know your party's extension please dial it now or press * for a company directory. If you would like to leave a general message press 0. (What mailbox is this message to be left in 501 and copied to ?) For directions to the office and our fax number press 1. Thank you for calling.