

# E.T. Communications User Configuration Sheet

**Company Name:** \_\_\_\_\_

**Location Address:** \_\_\_\_\_

Please complete the following to allow us to properly configure your IP Telephones for each user and or office. If your total amount of users exceed this list please make copies.

## **User #1**

1. User Name (First & Last) : \_\_\_\_\_, \_\_\_\_\_
2. User Login ID : \_\_\_\_\_ (example: etcomm123 or et1voice)
3. User Login Password: \_\_\_\_\_ (This can be changed by user and overridden by admin)
4. Requested User Extension # : \_\_\_\_\_ (If no extension number is requested user will be assigned ext)
5. User E-Mail address: \_\_\_\_\_@\_\_\_\_\_
6. User Alternate Phone Number: \_(\_\_\_\_)\_\_\_\_\_ - \_\_\_\_\_ (calls will be re-routed to this number if system is down)
7. User Street Address: \_\_\_\_\_ (only needs completed if different from main address)
8. User City, State, Zip : \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ (only needs completed if different from main address)
9. Does this user want voicemails sent to them via e-mail ?  Yes  No
10. Do you want this users Direct Dial Phone number to show when they make outbound phone calls, or do you want the company main number to show?  Users Direct #  Company Main #

## **User #2**

1. User Name (First & Last) : \_\_\_\_\_, \_\_\_\_\_
2. User Login ID : \_\_\_\_\_ (example: etcomm123 or et1voice)
3. User Login Password: \_\_\_\_\_ (This can be changed by user and overridden by admin)
4. Requested User Extension # : \_\_\_\_\_ (If no extension number is requested user will be assigned ext)
5. User E-Mail address: \_\_\_\_\_@\_\_\_\_\_
6. User Alternate Phone Number: \_(\_\_\_\_)\_\_\_\_\_ - \_\_\_\_\_ (calls will be re-routed to this number if system is down)
7. User Street Address: \_\_\_\_\_ (only needs completed if different from main address)
8. User City, State, Zip : \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ (only needs completed if different from main address)
9. Does this user want voicemails sent to them via e-mail ?  Yes  No
10. Do you want this users Direct Dial Phone number to show when they make outbound phone calls, or do you want the company main number to show?  Users Direct #  Company Main #

**Special configuration or request:**

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**Company Name:** \_\_\_\_\_

**Location Address:** \_\_\_\_\_

**User #5**

1. User Name (First & Last) : \_\_\_\_\_, \_\_\_\_\_
2. User Login ID : \_\_\_\_\_ (example: etcomm123 or et1voice)
3. User Login Password: \_\_\_\_\_ (This can be changed by user and overridden by admin)
4. Requested User Extension # : \_\_\_\_\_ (If no extension number is requested user will be assigned ext)
5. User E-Mail address: \_\_\_\_\_@\_\_\_\_\_
6. User Alternate Phone Number: \_(\_\_\_\_)\_\_\_\_\_ - \_\_\_\_\_ (calls will be re-routed to this number if system is down)
7. User Street Address: \_\_\_\_\_ (only needs completed if different from main address)
8. User City, State, Zip : \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ (only needs completed if different from main address)
9. Does this user want voicemails sent to them via e-mail ?  Yes  No
10. Do you want this users Direct Dial Phone number to show when they make outbound phone calls, or do you want the company main number to show?  Users Direct #  Company Main #

**User #6**

1. User Name (First & Last) : \_\_\_\_\_, \_\_\_\_\_
2. User Login ID : \_\_\_\_\_ (example: etcomm123 or et1voice)
3. User Login Password: \_\_\_\_\_ (This can be changed by user and overridden by admin)
4. Requested User Extension # : \_\_\_\_\_ (If no extension number is requested user will be assigned ext)
5. User E-Mail address: \_\_\_\_\_@\_\_\_\_\_
6. User Alternate Phone Number: \_(\_\_\_\_)\_\_\_\_\_ - \_\_\_\_\_ (calls will be re-routed to this number if system is down)
7. User Street Address: \_\_\_\_\_ (only needs completed if different from main address)
8. User City, State, Zip : \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ (only needs completed if different from main address)
9. Does this user want voicemails sent to them via e-mail ?  Yes  No
10. Do you want this users Direct Dial Phone number to show when they make outbound phone calls, or do you want the company main number to show?  Users Direct #  Company Main #

**Special configuration or request:**