



## **MAC (Move, Add, Change) Requests:**

***FOR USE BY DEPARTMENT/DIVISION ASSISTANTS ONLY***

**Email the Telecom Tech (directoryinfo@cuesta.edu) with your request for Moves, Adds, Changes.**

Include:

- ◆ the extension number and/or 9000/7000 voice mailbox number
- ◆ room number (to and from)
- ◆ type of phone (i.e., how many programmable buttons: e.g., a single-line has no programmable buttons; multi-lines have 8, 16, or 32 programmable buttons)

Include:

- ◆ a *detailed* description of the requested move, add, or change

*MACs* may include but are not limited to:

- ◆ Moving a workstation (telephone and/or extension) to another location
- ◆ Moving a jack placement
- ◆ Adding and/or deleting a workstation and/or extension
- ◆ Adding an extension number to your pick-up group
- ◆ Changing an extension number
- ◆ Changing phone types (from programmable to nonprogrammable, etc.)

If you have any questions, please contact the Telecom Office at x2112 or email [directoryinfo@cuesta.edu](mailto:directoryinfo@cuesta.edu). Thank you.