

# ***TELEPHONE REPAIR REQUESTS***

- ❖ Contact the Telecom Office via e-mail: [directoryinfo@cuesta.edu](mailto:directoryinfo@cuesta.edu)
- ❖ Please include your name (and whether or not you share this extension), your extension number and 9000/7000 (if applicable) voice mailbox number, the room number where that extension can be found, and what type of phone you have (single, which has no programmable buttons, or 8/16/32 buttons)
- ❖ Include a description of the problem (e.g., static on the line – key pads stick – voice mail light always on/off – no dial tone – reception cuts in and out - etc.)
- ❖ Requests to MOVE AN EXTENSION, ADD AN NEW EXTENSION, OR CHANGE AN EXISTING EXTENSION are termed “MAC requests”. MAC requests are submitted through the department/division assistant or office manager only.

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