

Los Angeles City College Administrative Services "How To" Book	Information Technology Department	IV C-II
How Do I Request Telephone or Voice Mailbox for Employees?		

A. Brief Description

The Instructions below describe how a Supervisor, Department Head or Chair may request telephone or voice mail for subordinate staff or instructor.

B. How To

1. Telephone and voice mailbox for any employee is requested when the network access and e-mail account is requested for the employee by the employee's supervisor. The **Request for Employee Network/Email Account Form** is used. The form is not used for Department's extension. For more information refer to www.lacitycollege.edu **Information Technology "How To" Book Section (IV-C-4)**
2. The Request for Employee Network/Email Account Form can be found on the Information Technology Website at <http://www.lacitycollege.edu/public/Forms/main.html>. (User Login required, e-mail login name and password). The form, instructions and sample form can also be found at www.lacitycollege.edu **Information Technology "How to Book" Section (IV-A-4)**.
3. For further assistance on dialing and other features on the various phones, go to the Information Technology website at <http://adminsvcs.lacitycollege.edu/it/telephone.html> and for voicemail, go to <http://adminsvcs.lacitycollege.edu/it/voicemail.html>