

**UWE Switchboard Telephone Directory Amendment Form (TDA) Version 2**

<b>Contact Details of person completing this TDA (Telephone Directory Amendment) Form</b>	<b>Date:</b>	
<i>This section is for the details of the person submitting this TDA. This is so that we can contact you for clarification if there is a query regarding your request.</i>	<b>Your Name :</b>	
	<b>Your Extension Number:</b>	
	<b>Your Faculty/ Department:</b>	

*This TDA (Telephone Directory Amendment) form is required to update the UWE telephone directory for an existing extension. This is now the only function of the New TDA, and it replaces the old TAM. Each directory change should be shown on a separate TDA. If you are requesting a new extension be installed, then please request it by emailing [its.admin@uwe.ac.uk](mailto:its.admin@uwe.ac.uk). This TDA form allows you to tell us who is to be the registered user(s) of an extension, if existing user detail has changed, or alternatively, who has departed from the extension. When the correct user of the extension is registered on the directory, additional services, such as voicemail, pick-up groups or additional dialling facilities can be requested via the ITS helpdesk (dial 123 or email [its.helpdesk@uwe.ac.uk](mailto:its.helpdesk@uwe.ac.uk))*

<b>Question 1</b>	<b>What is the extension number that this request is about?</b>	<b>Extension Number :</b>		<b>Essential information</b>
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Please tell us how you want the UWE Telephone Directory changed for the extension number you have shown in Question 1. We need to know who has departed and who has arrived as a new extension user, or if user details have changed by job title or room change for example. Please give us this information by answering Question 2 and/ or Question 3.

<b>Question 2</b>	<b>a</b>	<b>Do you want to <u>remove all the previous user details</u> from the directory listing for the above extension number . For instance, where the person in Question 3 is taking over the number completely.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>If <b>YES</b> then the exiting directory entry will be erased. Proceed to Question 3a.</i>
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<b>b</b>	<b>Do you want to <u>remove individual users</u> from a shared extension number shown in Question 1.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>If <b>YES</b>, then please list the names to be removed.</i>
	<i>Remove these name(s) from the Directory listing for the extension number in Q1:</i>			

<b>c</b>	<b>Do you want to <u>add an additional user name</u> to the listed users of this extension number?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>If <b>YES</b> then show the new user details in Question 3b.</i>
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<b>d</b>	<b>Do you want to <u>amend an existing user's</u> directory details</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>If <b>YES</b> then show the updated user listing in Question 3b .</i>
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<b>Question 3</b>	<b>a</b>	<b>Is the extension in Question 1, now a spare number?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>If <b>NO</b>, then show the new user details below in Question 3b.</i>
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<b>b</b>	<b>New user's or updated user details to be added to UWE Directory entry for the extension number shown in Question 1. You <u>must</u> show the user's name here.</b>				
	Salutation:	(Mr, Mrs, Miss, Ms, Prof, Sir, Rev etc.)			
	<b>Directory First Name/ Last Name:</b>				
	<b>AKA First Name/ Last Name:</b>	<i>(Alternative Name)</i>			
	Is this Person to be ex Directory?:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>If 'Yes' then the user will be un-listed</i>	
	Job Title:				
	Subject:				
	Faculty/Dept:				
	Section:				
	Campus:		Room Number:		
	Alternative Extension Number:		User's Fax Number:		
	<b>Cost Centre Code:</b>	<i>So we can recharge your Department for call charges</i>			

**Incomplete, unreadable or badly filled in forms will be rejected and returned to sender.**

RETURN FORM by **EMAIL** to: [switchboard@uwe.ac.uk](mailto:switchboard@uwe.ac.uk) By **FAX** To: **0117 32 82051**  
 By **POST** to: Switchboard Services, Room 1E07, Frenchay Campus

**Below this line is for Switchboard Directory Services use only**

Directories:	ALCATEL		WEB		PROTEUS	
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