**FAULT REPORT**

NB(i): Please supply as much relevant information as possible in order that your fault can be rectified within the shortest possible time.

NB(ii): If you wish to temporarily pick up incoming calls to a faulty line on another extension, key in \*\*8 followed by the extension number of the faulty line on the extension where you will be taking the calls. Once the fault has been rectified, key in #8 on the extn which has been brought back into service to remove the temporary divert.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **FAULT REPORTED BY:** |  |  |  |  |  |
| Name: | Ext.no: | Location: | Dept: | Room no: | Date: |
|  |  |  |  |  |  |
| **LOCATION OF FAULT** |  |  |  |  |  |
| Ext. No. (Nos.): | Name of User (s): | Building: | Department: | Room No: | Phone Type (Interquartz/ Superset/IP): |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **NATURE OF FAULT (Brief summary of the problem)** |  |  |  |  |  |
|  | | | | | |

**Email completed forms to: Telexchange@kent.ac.uk**

**Incomplete/ incorrect request forms may be returned**