

# Configuration Forms

## School Details

School Setup	School Name	<input type="text"/>
	Domain Name	<input type="text"/>
	Address	<input type="text"/>
School Administrator Details	Title	<input type="text"/>
	First Name	<input type="text"/>
	Last Name	<input type="text"/>
	Primary Contact Number	<input type="text"/>
	Secondary Contact Number	<input type="text"/>
	Email Address	<input type="text"/>
	Job Title	<input type="text"/>
	Admin User Name	<input type="text"/>
	Admin Password	<input type="password"/>
Emergency Services Contact	Title	<input type="text"/>
	First Name	<input type="text"/>
	Last Name	<input type="text"/>
	Primary Contact Number	<input type="text"/>
	Secondary Contact Number	<input type="text"/>
	Email Address	<input type="text"/>
	Job Title	<input type="text"/>

## Site Details

Site Setup	Site Name	<input type="text"/>
	Site Domain	<input type="text"/>
	Site Type (e.g. office)	<input type="text"/>
	Site Area Code	<input type="text"/>
	Extension Length	<input type="text"/>
	Maximum Users Allowed	<input type="text"/>
	Address	<input type="text"/>
Site Administrator Details	Title	<input type="text"/>
	First Name	<input type="text"/>
	Last Name	<input type="text"/>
	Primary Contact Number	<input type="text"/>
	Secondary Contact Number	<input type="text"/>
	Email Address	<input type="text"/>
	Job Title	<input type="text"/>
Numbers	Add New Numbers?	<input type="text"/>
	Add Ported Numbers?	<input type="text"/>
Capacity	Overall Call Capacity Limit	<input type="text"/>
	Incoming Call Capacity Limit	<input type="text"/>
	Outgoing Call Capacity Limit	<input type="text"/>
Add-Ons	Add Additional Auto Attendants?	<input type="text"/>
	Add Waitboard?	<input type="text"/>
	Add Call Centre ACD?	<input type="text"/>

## Call Setup Details

What type of connection will the VoIP service be on?

Are there sufficient data outlets in place for the VoIP handsets?

How will the phones be powered?

How is your school's IT managed?

What are the contact details for your school's IT support?

Telephone number:

Email address:

Will you require an out of hours announcement to be set up?

Will you require an auto-attendant to be set up?

Will you require any numbers or destinations barring?

Will you require hunt groups to be set up?

Please note that all call handling requirements - out of hours announcements, hunt groups etc. - will be set up following the initial configuration of your ExaVoice service as we require telephone numbers to be allocated and users to be created before these services can be enacted. Additional configuration forms will be sent out as soon as we have completed the first step of your ExaVoice set up to allow us to complete these final steps, and provide you with your perfect VoIP service.