

PHONE POINTS FAST

PH 0416 136 323

TELEPHONE RELOCATION CHECKLIST

NB: Prepare **at least 2 weeks** before you move. Give your service provider plenty of time to get this correct. Just because your fax line has ADSL on it, don't assume that your service provider will automatically relocate it.

1.	What services do you have in your current premises?	✓
	a. How many lines do you have?	
	b. What specifically are those lines? Lines can be telephone, fax, EFTPO, ADSL broadband services, alarm systems. Have you got any 1300 or 1800 numbers? These services all use telephone lines. Depending on your service provider, here is how you can tell what each line is: If you are with Telstra - choose a line key on your telephone and dial 127 22 123 If you are with Optus - dial 1800 801 920 Once you have got the telephone numbers, check these against your telephone account. Make sure you have accounted for each line.	

1.	What services do you have in your current premises?	✓
	<p>c. You will receive a robotic voice telling you what the particular telephone number is for that line.</p> <p>Record these numbers here:</p>	
	<p>d. Ring your service provider, e.g. Telstra or Optus and advise of relocation date and details of lines to be transferred to the new premises.</p> <p>Record who you spoke with and date here:</p>	
	<p>e. Are you relocating in the same area where you can take these telephone numbers?</p> <p>Yes, continue to no.2 No, You will need to arrange for what they all an exchange based diversion. Call your Service Provider so that all your phone numbers can be diverted in the current telephone exchange so that they ring the number phone numbers at your new premises via the new telephone exchange.</p> <p>Record who you spoke with and date here:</p>	

2.	What services are available at your new premises?	
	<p>a. Check if ADSL available at your new premises?</p> <p>You will have to ring your provider and ask them. Record who you spoke with and date here:</p>	
	<p>b. What sort of cabling infrastructure do you have at your new premises? If any?</p> <p>If not, you need to get the place cabled pronto, give me a call and I can have this done for you quick as a flash!</p>	

3	<p>Call Mike at least 2 weeks before your schedule move and leave the rest up to us.</p> <p>Easy peezy, Phone Points Fast easy! Ph 0416 136 323</p>	
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