

10-DIGIT DIALING CHECKLIST FOR BUSINESS

Reprogram your functions and equipment now.

Add the area code to all your numbers:

- Speed-dial lists
- Telephone options and functions (e.g. call forwarding)
- Fax machines
- Modems and Internet connections
- Cellular phones and other wireless devices
- Security systems
- Private branch exchanges and voice messaging
- Auto-dial systems
- Databases (employees, partners, suppliers, customers, etc.)
- Etc.

*List provided for information purposes only. Complete the list according to your specific needs.

Important

All adjustments should be made before the recorded announcement is introduced – i.e. before January 15, 2011 –since the announcement may disrupt data transmissions.

Need help?

Contact your service provider for details on how to reprogram your telecommunications devices and systems. Some charges may apply in certain cases, depending on your service agreement.

Communicate your 10-digit numbers!

- To employees
- To clients
- To suppliers
- To affiliate companies
- To people who use a foreign exchange line to call you toll-free
- Etc.

Update your stationery and promotional tools.

- Advertisements
- Brochures and catalogues
- Stationery, business cards, invoices and cheques
- Business directories
- Local telephone directories
- Vehicles and signage
- Web sites and intranet
- Etc.