



Telecoms Check List

Make & Model of telephone system	
Handsets - Model & Quantity	
System location	
Phone numbers Fax Number	
Capacity of System	
System configured at	
Who installed system	
When was the system installed	
Tel no. of system maintainer	
Lines - Quantity Analogue Digital IP	
Line Provider Account No. & Phone No.	
Additional Notes Any additional info i.e call logging equipment, call recording, alarm line etc	

Quick Check Questions in event of System Failure

Are there any lights on the system?

Has the system been unplugged or switched off?

Have you tried turning the system off and back on again?

Is there any building or electrical works going on in your building?

Has anyone been working on the system?

Can you make internal calls?

What happens if you call your number? (ie from a mobile)

If it is necessary to divert your lines, where would you like them diverted? (They can be diverted to a mobile)