

PHONE SYSTEM TRANSITION CHECKLIST



LAMB TELECOM

Review Current Phone System

- Check contract terms and expiration dates.
- Identify any early termination fees or penalties.
- Assess current system performance and user satisfaction.
- Need help? Contact Lamb Telecom for a comprehensive review.

Identify Business Needs

- List current features and functionalities.
- Gather feedback from employees on desired features.
- Identify any gaps or limitations in the current system.
- Lamb Telecom can assist in identifying your business needs.

Research New Phone Systems

- Compare different phone system providers.
- Review new features and technologies available.
- Make a list of necessary features for your business.
- Let Lamb Telecom guide you through the latest options.

Evaluate Financial Impact

- Review pricing plans and packages from various providers.
- Calculate total cost of ownership, including setup and maintenance.
- Determine if the change is financially beneficial.
- Contact Lamb Telecom for a detailed cost analysis.

Check Compatibility and Integration

- Ensure new system is compatible with existing hardware and software.
- Verify integration with other business tools (e.g., CRM, email).
- Plan for any necessary upgrades or replacements.
- Lamb Telecom can ensure seamless integration with your current setup.

Plan for Transition

- Develop a timeline for the transition process.
- Communicate changes to all employees and stakeholders.
- Arrange for training sessions on the new system.
- Lamb Telecom offers expert transition planning and training.

Test the New System

- Conduct a pilot test with a small group of users.
- Gather feedback and make necessary adjustments.
- Ensure all features and functionalities are working as expected.
- Lamb Telecom can facilitate pilot testing and adjustments.

Finalize the Transition

- Complete the full rollout of the new system.
- Monitor performance and address any issues promptly.
- Regularly review and update the system as needed.
- Rely on Lamb Telecom for ongoing support and maintenance.

REACH OUT TODAY FOR A CONSULTATION!

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