



Helpful Tips to Prepare for 10-digit Dialing

1. Reprogram Equipment

It is particularly important to start reprogramming telephone functions and communications equipment now. The network announcement for calls not dialed with 10-digits may disrupt your data call.

Examples of functions, equipment and systems that may require reprogramming include:

- Speed dial lists
- Telephone options like Call Forwarding or Simultaneous Ring
- Fax machines
- Modems and internet connections
- Cell phones and other wireless devices
- Security systems

Auto-dial systems

Databases or phone number lists (insert area code before all numbers)

Any equipment or application pre-programmed with 7-digit dialing

2. Communicate Your 10-digit Telephone Number

Make sure that everyone knows your area code as well as your telephone number:

- Employees
- Clients
- Partners and suppliers
- Affiliate companies
- Emergency contacts (children's school, spouse's work)

Ensure that you provide the area code with your phone number in all administrative and marketing communications such as:

- Advertising
- Brochures
- Stationery, business cards, invoices
- Company directories
- Company vehicles and signs
- Websites and intranet

Questions? Contact our Support Centre at 1 866 770 3001, option 2.