



Your guide to a successful T-1 Installation

Thanks you for choosing Velocity Telephone to provide your T-1 services. We look forward to serving you for years to come. Please read this flyer and share it with your employees, so everyone knows what to expect during your T-1 Installation. No one likes surprises and we know from experience that proper planning and communication can eliminate most of the potential problems before they occur.

1. Velocity Telephone will confirm the services you have ordered along with all of your critical phone numbers and determine a due date and time for your conversion or new installation.
2. Velocity Telephone will coordinate and communicate with your equipment vendor. We will confirm all framing and signaling required for compatibility with your equipment. We ask that you supply us your equipment vendors contact information and contact your vendor and obtain their commitment to support Velocity Telephone during this conversion/installation process.
3. T-1 Installation steps:
 - A T-1 Field Technician will be on site to install and deliver the physical T-1 loop. Please ensure that your site contact is aware of the physical installation so they do not refuse access to the technician. Refusal to allow access and installation may lead to additional unnecessary installation charges.
 - Velocity Telephone will test and accept the T-1 circuit.
 - A Velocity Telephone T-1 Field Technician will be on site the day of the scheduled conversion to test and turn-up your new service.
4. Velocity Telephone will conduct complete testing of the circuit and confirm that the circuit is fully operational and convert your service to our network.

T-1 Checklist

Please confirm the following tasks are complete:

- Confirm all phone numbers you would like to convert to the Velocity Telephone Network.
- Contact your equipment vendor and ask them to cooperate and coordinate with Velocity Telephone to prevent any delays.
- Ensure that your local site contacts are aware of the conversion and will provide access to the T-1 Field Technician who will be installing the local loop prior to the conversion date.
- Confirm your conversion date with us.
- Disconnect your existing service and confirm you have order numbers for all components (Trunks, T-1's and other services you no longer need).
- Confirm that you have listings in the White pages for your business.

*Velocity Telephone is dedicated to provide you the personalized service at the lowest price.
Please call us with any question you have regarding your service, we are happy to help.*



"Solutions, Service and Savings - FAST!"

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