







## **Planning Considerations**

The Fundamentals

## A few things we all like in a good dial plan:

- Not reprinting business cards (i.e. not changing numbers because we change phone systems)
- Having abbreviated dialing within a site (e.g. five digit dialing)
- Having a simple, direct correspondence between someone's DID number (i.e. business card) and their internal extension
- Keeping it simple, where even the new guy can use the phone system (i.e. dial "9" for an outside line, or five digits to reach colleagues)

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