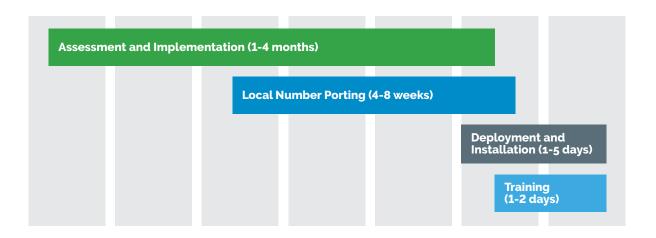# Our 7-step guide to transitioning your phone system to the Cloud

The transition to a cloud phone solution needs to be properly planned and executed. While the steps involved in moving can vary greatly, a typical deployment might look something like this:

Assessment and Implementation (1-4 months)

Local Number Porting (4-8 weeks)

Deployment and Installation (1-5 days)

Training (1-2 days)

Assessment and Implementation

1 Assess Business Needs and Infrastructure (approx 1-2 months)

Is the solution for a single office or multiple offices? Is the business moving toward a more mobile solution, i.e. remote working?

How much data traffic is currently being used within the business and is there sufficient bandwidth available for a new phone system?

Is your existing network equipment suitable for the new VoIP solution? How will internal and external calls be managed?

2 Sales Engagement (approx 1 week - 2 months)

From the first contact, through price negotiation and final contracts signed.

3 Project Management (approx 1-2 months)

Undertake physical site survey and Infrastructure/system configuration assessment appointment. Initiating, planning and executing the solution.

Local Number Porting

4 Number Porting (approx 4-8 weeks)

Moving your existing numbers from the current Carrier to UC7. This process can take between 4 to 8 weeks until an appointment date can be scheduled; provided that any errors due to incorrect information don't affect the cycle.

5 New Number or Temporary Number Solution (approx 3-4 weeks)

A temporary solution avoids the long wait during number porting to get your solution up and running. As your numbers are not available until after the porting appointment, the existing numbers are still active with the Current Carrier while the new UC7 solution is live.

Deployment and Installation

6 Deployment (approx 1-5 business days)

Configuration onsite or remote install including number porting and cloud-app integrations. For 90% of deployments the installation is largely completed in 1 business day.

Training

7 User Training (approx 1-2 business days)

*This resource is indicative and should only be used as a guide.