

DIRECT ROUTING CHECKLIST

Please answer the following questions, so that we can best serve your communication needs. Fill out as much as you can to the best of your abilities.



TELNET
WORLDWIDE

NOTE: Open this interactive PDF in Adobe Reader or Adobe Acrobat for optimal functionality.

Microsoft Teams Information

O365 Global Admin Contact

First Name:

Last Name:

Email Address:

Number of Microsoft Teams Users:

Do you have a Microsoft Certified partner who is ready to assist you?

Yes

No

If so, what is the company name of your certified partner?

Directory Listing Information

Company Name:

Company Address:

Phone Number:

Are there additional phone numbers? *Additional phone numbers may incur an additional charge.*

Yes

No

Please see below for future configuration requirements.

- A user/login to your Office 365 account with Global Admin rights.
- Microsoft Phone System license add-ons (or E5 licenses) for the end users.
- One or two unassigned Office 365 user licenses (such as Business Basic/Premium or E1/E3/E5) for a few hours during the initial setup.
- Access to your PBX or Trunk portal to create/manage SIP credentials.
- A modern compatible web browser.
- At least one available trunk license.
- Microsoft tenant supports Direct Routing configuration.

Keeping Your Existing PBX?

PBX Manufacturer:

SIP Domain:

SIP Proxy:

For PBX Users, please have the following information available at the time of turn up:

- User DID (Phone Number)
- SIP Realm (sometimes called Domain)
- SIP Username
- Registrar / Proxy
- SIP Password