



The secret to moving success.....



Moving offices can be a stressful time without the worry and complexity of moving your IT infrastructure.

LANtech has helped a large number of companies move premises and be fully up and running on their first day back. The secret to the success of any move is in the careful planning and execution of the move.

With our experience in assisting to move large number of our clients to different premises, we have found that the secret to the success of the move has been the planning and preparation.

It is important that we meet with you at your existing premises and your new premises to assist you with determining what work needs to be done prior to your move taking place.

A FREE One Hour Consultation as soon as possible prior to the move is suggested.

Critical to the move are such details as:

1. [The checking of all network cabling for phones and data](#)
2. [The placement of network and power outlets in all rooms](#)
3. [Thorough revision of site plans](#)
4. [Placement of network printers](#)
5. [Sufficient lead-time for the moving of Telco phone lines and Internet connections](#)
6. [A site visit by LANtech Project Management Staff](#)
7. [Email continuity](#)
8. [Examination of all risks involved in the move with back up options](#)
9. [Good documentation of the current IT configuration](#)
10. [Multiple good server backups](#)
11. [Moving your computers \(PC's\)](#)
12. [Sufficient staff to connect computers together](#)
13. [Testing of all applications and printers](#)
14. [LANtech staff on-site to resolve any issues on the first day](#)



1. The checking of all network cabling for phones and data

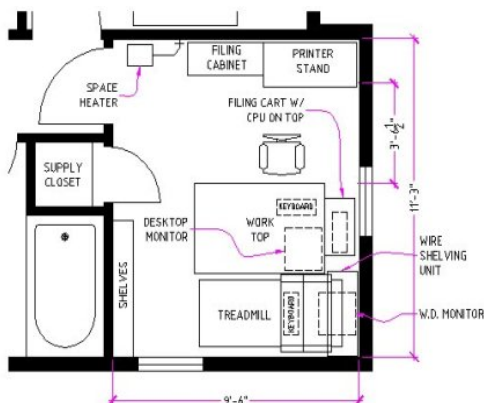
When moving to new premises LANtech has found that over 80% of companies will require some cabling to be completed in order to cater for their unique requirements. We strongly advise that even if you are not planning on installing a VOIP phone system that you allow sufficient outlets to cater for:



- 2 outlets per staff member
- If an office can be re-arranged in different ways- take the opportunity to put data outlets at each location
- Sufficient outlets for network printers
- Outlets in meeting rooms
- Outlets for data projectors in board rooms
- Allowance for Wireless coverage throughout the office
- Don't forget to allow for staff growth

The basic rule is to install more outlets than you need when renovating as it can be a costly exercise to add outlets at a later stage.

2. The placement of network and power outlets in all rooms



Sufficient power outlets for each office which should be located near each possible desk location. You should allow at least 4 power outlets per desk, as these days power outlets are required for:

- Computer
- Monitor
- Phone
- Cell phone charger
- Printer



3. Thorough revision of site plans

On a surprising number of occasions we have found errors in plans drawn up by architects and office planners which have meant additional costs for changes at the last minute. Just prior to one major office move it was discovered that the seating plan was on version 3.4 while the cabling company was still working on Version 1. In this instance over 50% of the desks would not have had power or data outlets. Fortunately the modifications were able to be made just in time for the move to take place.



4. Placement of network printers

Moving offices is often a time to re-consider the placement of network printers and rationalize the necessity to have a large number of personal printers. Many companies will install large scanner, printer, photo-copier devices and reduce printing costs overall.

While this process is often considered a good economic measure for companies, staff are not always in favour of this and will often look to short-cut the process.

It is often during an office move that the closest printer to a user is changed or the printer is renamed. It is important that printers are named and labeled appropriately as well as having default printers re-set for each user.

5. Sufficient lead-time for the moving of Telco phone lines and Internet connections

Some Telco installations can take at least 6-8 weeks, particularly if fibre is required to be installed. Generally the more notice that can be given the greater the chances of the move taking place in time.

LANtech staff can assist with this process and liaise directly with them so that nothing is missed. It is important not to forget:

- Internet Connection
- One Office links
- Phone & Fax lines





6. A site visit by LANtech Project Management Staff

LANtech's Project Manager will meet with you early on to ensure that we have a good understanding of what resources will be required with your move. He will recommend that you build in contingencies for the new premises not being completed in time, for new furniture not being built until the weekend of the move etc etc. If unexpected issues are planned for the move will go smoothly.

7. Email continuity



When servers are shut down during a premise move it is important that all email is captured at the ISP so that people sending you email do not receive confusing emails from your server and no emails are lost during the process.

8. Examination of all risks involved in the move with back up options

As most office moves take place over the course of a weekend it is vital that contingencies are considered in the event of any hardware failure. "Murphy's Law of IT" will often occur at the most inopportune time. Servers and critical network components will run quite happily for many months without being turned off but will fail when they are switched off.

A good IT company will consider all areas of risk and ensure that a back-up plan is in place to cover these and ensure that your business can continue.

9. Good documentation of the current IT configuration

In situations where a large number of computers and servers are involved it is important that good documentation including photos of cabling and connections are prepared prior to the move. While everyone can be confident that they will remember where a network cable goes, it is inevitable that the one cable incorrectly plugged in will take hours to locate.

Documentation can also assist with the testing process after the move to ensure that servers and equipment are working as they were prior to the move.





10. Multiple good server backups

Network Servers have often been running for many months without being turned off prior to a move. It is generally the turning off and restarting of a server that will cause a component to fail. To avoid a large amount of down-time LANtech recommends that at least two full successful backups are taken prior to shutting down a server so that it can be rebuilt if necessary.

Sufficient time needs to be included in any Project plan to allow for hardware failure and restoration, which is generally why we would recommend moving premises over a weekend.

11. Moving your computers (PC's)



Computers are much more robust than they used to be, so they don't generally need any special removal services, just reasonable care and attention. However, it is important that you back up the system properly before you move it, just in case you have a problem during the move.

Make sure everything works properly before you move it, so any problems that occur can be isolated to the move. For the same reason, don't change your network during or immediately after the move.

Move your network as it is and only make any changes when you are sure it is running correctly. Of course this isn't always possible, but it is what you should be aiming for. Before you move the systems make sure you label everything so that it can be slotted back into the right desk with the correct network connections.

12. Sufficient staff to connect computers together

With careful planning LANtech staff can ensure that all your computers are carefully unplugged and labeled prior to moving. At their new home our staff will ensure that all the computers and connections are checked and that no faults have appeared during the move.



13. Testing of all applications and printers

When moving IT equipment, Murphy's Law Prevails – *"If anything can go wrong – it will"*. It is important that as far as possible key applications are tested for operation and printing. This should include sending and receiving emails as well as being able to print to the default printers.



If an upgrade has taken place during the move then all staff should be given a document which outlines the changes that have taken place and how these will affect their day-to-day operation.

14. LANtech staff on-site to resolve any issues on the first day

After a move key LANtech staff will be available on-site to resolve any minor issues that arise, (and they do!) in order to ensure that staff can work efficiently as soon as they arrive at work.

For your FREE On-Hour consultation contact our Sales Team on 04 494 9670 or email sales@lantech.co.nz