Office moves: advice on moving IT equipment

Follow this advice to be up and running using PCs and printers in your new location with minimal disruption.

What to do 4 weeks in advance:

- **Count power sockets**: check that the new offices have sufficient power sockets for your needs and include laptop chargers, printers, PCs, monitors, mobile phones etc. Extension leads should only be used as a temporary measure and can be bought through the Purchasing Office. If you need extra sockets installed then contact the Estates Helpdesk who will arrange this (there is a charge, unless the move is part of a centrally funded project).

- **Measure network leads**: check whether existing leads for computers and printers are long enough to reach network sockets. The Purchasing Office can order longer cables for you.

- **Count network sockets**: are there enough network sockets for your computers, printers and laptops. If you need extra sockets installed then contact the Estates Helpdesk who will arrange this (there is a charge, unless the move is part of a centrally funded project). If the existing sockets in the room have not been used very recently you can contact the IT Helpdesk and ask for sockets to be checked giving the details on the labels:
  - only labelled sockets can be made live. There may be old style sockets which are not usable.
  - advance warning is needed to make sockets live as it may be necessary to buy and install extra equipment in wiring centres. There is no charge to a department if this is needed.
  - if new cables and sockets have been installed, lines can only be made live once a test certificate has been provided by the installer.

- **Check Wireless coverage**: if you need wireless access, check whether you will be able to connect in the new area. The installation of extra wireless access points can be arranged if needed: there is a charge for equipment and installation. Contact the IT Helpdesk in the first instance, a survey may be needed to ascertain how many points you will need.

What to do 2 weeks in advance:

- **Request extra help if needed**: if you think you will need help from IT services, contact the IT Helpdesk to book a slot with the Campus Support team.

- **Notify Helpdesk about networked printers**: give the IT Helpdesk details in advance of any networked printers that will be moving and when: some reconfiguration may be needed before the printer is moved. If this work is not done in advance there may be delay before the printer will work.

On the day

**Moving IT equipment**: computers, printers etc. will usually be moved along with other items by the removals company. Unplug computers and printers from the network and take the cables with you. Once in the new location equipment can be plugged into the network and provided the actions above have been carried out in advance you should be able to work straight away. If you experience problems once in the new location then contact the IT Helpdesk. If they are unable to assist a technician will attend when one becomes available.