



Office Moving Checklist for Phones, Internet & IT Equipment

www.KC4Phones.com

(714) 577-7777 (888) 524-6398 toll free Jason@KC4Phones.com (714) 577-9990 fax

Planning and Preparation

The more planning and preparation done at the start, the easier your actual move will be. Start by creating floor plans, equipment lists, and by assigning the new office rooms & cubicles with unique numbers. Use those unique numbers to then assign equipment to the rooms, when it comes to the day of the move, everything will have a place to go.

- Draw a floor plan of your existing location
- Mark all of your equipment on the plan
- Draw a floor plan of your new location
- Create a list of equipment from the plan
- Label where everything will go on the new floor plan
- Label Voice and Data Ports
- Label Each Room with a Unique Number
- Assign/Label Equipment with Room Numbers

Internet and Phone Services

You want your move to be as smooth as possible. Working with KCCi as your voice/data partner, we can help coordinate your move with the carriers on your behalf. KCCi will perform a voice, data & Internet services audit, we know your move dates, and we will find out what carriers are available at the new location, start the porting process when needed, and transfer your service to the new location.

- Create a list of all existing carriers
- Create a list of IP addresses and phone numbers
- Inform all of your carriers of your move date
- Obtain carrier availability at new location
- Contact new carriers to order services
- Schedule disconnection and port dates
- Schedule any installations at new location
- Confirm all dates at least 1 month before moving

Time for a change?

Moving office locations can be the best time to make changes in your company. It's a great time to upgrade equipment and change service providers. KCCi provides our enterprise clients of every size with optimal communication performance across convergent technologies. We are at the forefront of today's information age - delivering complex voice, data, Internet, hosted, cloud & carrier services, video surveillance, and related digital products at increasing speeds and in ways that both; satisfy and delight our customers. Here is a list of equipment & services to consider when moving and upgrading to your new location.

- Computers, Servers Switches, Routers & Firewalls
- Carrier Services, Voice, Data, Internet & Wireless APs
- Structured Cabling, Fiber-Optics & Disaster Recovery
- PBX or other On Premise IP Phone System
- SIP Trunking, T1, PRI, VPN & MPLS
- Hosted VoIP, Cloud IP PBX & Computing
- Desk Phones, Paging Systems
- BYOD, Mobile Services & Video Surveillance

Moving Week!

Moving week has finally arrived - time to double check everything.

- Confirm Port and Disconnect Time & Dates
- Test all Voice & Data Ports at new location
- Distribute copies of equipment list & assignments
- Move everything over
- Setup Server Room
- Connect Computer and Desk Phones
- Test Internet and All Ported Phone Numbers
- Train Employees on All New Equipment

Please feel free to use our checklist when moving your office. If you have any questions about our business relocation services, please email: Jason@KC4Phones.com or call (714) 577-7777 or toll free (888) 524-6398.

Call KCCi: Because Business Is On The Line !!!

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