



TECHNOLOGY

— BY DESIGN —

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HOW TO AVOID THE TOP 3 BUDGET-BUSTING, STRESS-INDUCING MISTAKES WHEN MOVING YOUR OFFICE

Moving is always a pain in the rump, but it doesn't have to be a horrific, expensive experience. The number one lament from someone who's experienced a "bad" move is, "I didn't know I needed to..." followed closely by "I completely forgot that...". In other words, *it's what you don't do that makes the move a disaster*. To make your move easy and effortless, here are the 5 most common mistakes you want to avoid:

Mistake #1—Trying to Save Money by Using Employees to Move Your Computer Network

Don't ask your staff to disconnect, move, and reconnect computers, phones, and other devices just to save a few bucks. You'll frustrate them, and end up with phones ringing at the wrong extension, lost cables, and workstations that get dropped rendering them useless. You don't want to let the movers do this job either; they may be great at moving furniture, but a computer network is a lot more sophisticated and sensitive.

Be smart and hire an I.T. professional to pack and move your network.

Mistake #2 — Not Hiring the RIGHT I.T. Firm to Move Your Network

While we're on the topic, make sure you know what to look for when outsourcing the move. A few things to look for would include references from other clients, a service level guarantee limiting the amount of time you are down, and a professional, organized approach to quoting the move. A real pro will insist on visiting your current location as well as your new location to conduct a detailed site survey. NEVER hire anyone who wants to quote moving your network over the phone. Additionally, look for an I.T. company that will apply the charges for conducting your site survey against the total cost of the move if you choose them.

Mistake #3 — Not Giving Your Phone, Internet and Cable Vendors Enough Advance Warning

Eighty percent (80%) of unexpected communication blackouts and cost overruns on network moves are caused by failure to properly plan voice, data and electrical installation in advance. Just because the prior tenant had computers and telephones is no guarantee that the cabling is suitable for *your* phones and *your* computer network. Advance planning will help you avoid emergency rush fees or band fixes to make things work.

Internet and telephone connections require as much as six (6) weeks advance notice to be installed, tested and ready the day you move in. And if you are building a new office, don't leave it up to the builder to decide how many power outlets, network and phone connections you will need.

With printers, scanners, faxes, and other technologies connecting directly to the network these days, the rule of thumb of one (1) electrical outlet, one (1) phone and one (1) network connection per employee is woefully outdated. Consult your I.T. provider in the early planning stages to ensure you have what you need before the dry-wall goes up.

Avoiding these 3 Budget-Busting, Stress-Inducing Mistakes when you are moving your office will help to make the transition as smooth as possible.

Need Moving Help?

Call Technology by Design & We'll Help Make Your Move as Pain-Free as Possible