



### **Considerations when moving office**

Your I.T. provider will handle most of these tasks for you. The key takeaway from this article is the importance of contacting your I.T. provider as early as possible to plan your office move, particularly to ensure your internet connection is set up in time.

### **What Internet connection will I need when I move office?**

When selecting a new office location, one crucial yet often overlooked factor is the internet connection. Despite its importance, failing to ensure a timely installation can delay your office move. It's easy to forget that many essential business applications, such as email, accounting software, and telephones, rely heavily on a stable internet connection.

Most locations now offer reliable and modern internet connections that can typically be activated or installed within a couple of weeks. However, it's advisable to allow at least one month to accommodate any potential issues or delays with the installation.

In some instances, a standard internet connection may not meet your needs, necessitating the consideration of a leased line. A leased line offers a fast and stable connection dedicated solely to your business, but it typically costs around £300.00 per month, depending on the required bandwidth. Due to its dedicated nature, the installation of a leased line can take three months (or even much longer) from the time of order, and usually requires a three-year contract.

If your internet connection is critical to your business operations, you should also consider failover options such as 5G.

### **Can I take my telephone number with me when I move?**

If you have a modern internet telephone system you can probably just pick up your phone system and take it with you. In most cases it will operate exactly as it does in your current office and with the same telephone numbers. You do need to collaborate with your provider to make sure it is this simple to move and if there are any other considerations. When moving your telephone number to another physical location it is a legal requirement that your phone numbers are allocated to your address for emergency services purposes, you **MUST** contact your provider to update this information

If you wish to move phone providers, you can normally port your telephone number to the new provider for a small charge – your new provider will advise and will be able to initiate the number port. You may have to contact your current provider and ask them to forward the telephone calls to the new office whilst you are waiting for the number port to complete.

### **Can I run my full office on WIFI without the need for cabling?**

The latest Wi-Fi 7 technology (as of this writing) offers excellent speeds and performance. We have successfully implemented Wi-Fi only setups in large offices, and they work very well. However, for fixed PCs, telephones, and other devices, we recommend using cables instead of Wi-Fi. Cables provide greater security, reliability, and speed.



You'll need to install a suitable cable infrastructure and consider all potential locations for PCs, printers, telephones, and other network devices to ensure you have enough outlets. If your new building already has network outlets, they should be tested to confirm they are in good working order and meet your requirements.

For small offices, a single Wi-Fi router may suffice. However, mid-to-large offices and warehouses will likely need Wi-Fi access points installed throughout to ensure adequate coverage.

### **Mains power for my office equipment**

Another aspect overlooked is the suitability of the electrical system. Do you have enough power outlets in the places you need them. Is the electrical system safe and in a good state of repair – its worth having this checked out by an electrician.

### **Backups**

While many systems are now cloud-based, some offices still operate their own physical servers or store files on local PCs, laptops, and network-attached storage. It's always advisable to keep backups of your files, but this becomes especially crucial before undertaking major changes like an office move. Ensuring you have reliable backups can prevent data loss during the transition.

### **Moving day**

You should consider the time required to move your office, how long it will take to set up your equipment at the new location, and the impact of any downtime on your business. To minimize disruption, you might plan to move equipment and staff in stages.

### **Preparing and packing my office equipment**

Equipment, especially servers, should be powered down correctly.

All related cables, power adaptors, and accessories should be kept with the equipment it's related to. There is nothing worse than a monitor that can no longer be used as its power adaptor has been lost.

### **Remote access**

With a new internet connection, you'll receive a new IP address. This change can impact certain types of remote access, such as VPNs and CCTV systems. Additionally, some software may be linked to specific IP addresses for security purposes. Be aware that you might need to make configuration adjustments to ensure everything continues to function smoothly