

## Why use an IT & Telecoms Specialist to manage your Office Move?

Due to the complexity of moving IT and Telecoms, it is often more economical and prudent to use the services of specialist companies. Even if you have an IT department, they may not have the resources or experience to manage all the extra responsibilities that an office relocation brings. The role of an IT & Telecoms company is to manage your entire business communications and IT infrastructure throughout your office move.

### How an IT & Telecoms company will help you:

#### Review of IT & Telecoms Equipment

A good specialist will work closely with you to ensure that your communications systems in the new office will meet your requirements and they can help you develop a communications strategy that can evolve with your needs in the future. They will look at how your organisation operates and communicates and can advise you if any new technologies can help you to enhance your customer interactions, increase employee productivity and improve your efficiency, whilst reducing costs.

A move can also be a catalyst to reviewing your suppliers. It can be a good time to review your contracts, calls and line rental costs, mobile tariffs etc., to see if you are getting the best value for money out of your services. Sometimes it can pay to move to a single provider, enabling all services to be managed more easily and cost effectively.

#### Create a Relocation Business Continuity Plan

Office moves that have gone wrong are one of the most common causes on disaster recover events.

*90% of businesses that lose data from a disaster are forced to shut down within two years of the disaster. 50% of businesses experiencing a computer outage will be forced to shut within five years (London Chamber of Commerce).*

Wherever you moving to, you need to have a comprehensive Business Continuity Plan in case of any delays or unforeseen problems occur. An IT & Telecoms company can create a Business Continuity Plan that can also serve as a Disaster Recovery Plan for your business in the event of a catastrophe.

#### Site Survey of new premises

A survey will be conducted to map out any existing internal cabling infrastructure and which BT services are available and where they are located. A detailed plan will then be created for all services e.g. broadband, ISDN, IT network, etc. and where they are located in the new building. This will then determine the best location for workstations, IT & Telecoms equipment such as servers, computers, telephones, printers and photocopiers.

#### IT & Telecoms Specialist can organise for you to keep your number

You can keep your existing telephone number even if you are moving out of the area. A telecoms specialist will be able to move your number to an inbound portal, which enables you to direct all calls to that number onto your new lines.

#### Removal and re-installation of IT & Telecoms Equipment

This should only be carried out by professionals who are experienced in handling IT and Telecoms equipment. It is essential that the equipment is removed, packed, transported and re-installed correctly.

#### Liaison with BT

Liaise with BT to ensure all new services are fully operational before you move and that all existing lines and services are terminated when you leave the old premises.

#### Bring in to service ISDN30e lines

This is the big switch over to your new premises, where your old lines are switched off you new ones are brought into service.

#### Go Live Support

Ensure your IT and Telecoms provider is there at go live to support.

#### Training

Train your staff if you have invested in new technology and plan for future training.

(continued)

**The benefits:**

- **Technical expertise to handle business-critical IT & Telecoms equipment**
- **Keep the project on track, in budget and with minimum downtime**
- **Take the hassle away from you so you can concentrate on running the business**
- **Deal with BT on your behalf, which can save you a lot of time!**
- **All lead times will be planned for ensuring the relocation keeps within timescales**
- **Technical help on hand throughout your go-live day**
- **Training on any new technologies**

**How Converse Telecom can help you:**

**Converse Telecom has a dedicated team of IT & Telecoms specialists who are experienced in managing office moves for a wide variety of organisations, all with different requirements.** The team can manage the whole process for you, ensuring a seamless transition between locations with minimum disruption and making sure you do not experience any loss of productivity. Our experience enables us to manage your move for you within budget and on time. We will also be there for you on your go-live day, making sure that everything is fully operational and that you are confident with your systems in your new premises.

**Thinking of moving? Call us for advice 0800 088 4444**

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