

Relocating Communications Checklist



At the best of times, relocating offices can be a real pain, especially when it comes to your telecommunications:

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|---|--|
| <input type="checkbox"/> Arranging the phone lines | <input type="checkbox"/> Keeping your phone numbers |
| <input type="checkbox"/> Moving your phone system | <input type="checkbox"/> Will you be NBN Ready? |
| <input type="checkbox"/> Connecting the Internet | <input type="checkbox"/> And the list goes on and on. |

After more than 15 years in the business, we've heard a lot of horror stories about moves gone wrong...

... businesses left without phone, fax and Internet for days or even weeks.

.... staff sitting around doing nothing, client's feeling angry because they can't get a hold of you, and sales lost forever.

So we've put together this quick checklist in an attempt to make the whole process a little easier for you.

Have the phone numbers been moved to the new office or forwarded to a new number?

Infiniti's Suggestion:

We suggest starting the process of moving your telephone number at least 21 days before the move for most phone systems & up to 60 days in advance if you have an ISDN connection or multiple telephone numbers.

Is the internet or NBN at the new office organised?

Infiniti's Suggestion:

We suggest starting to arrange a new internet connection for your new office a minimum of 30 days in advance of the move to ensure its scheduled and delivered in time.

Is the new office cabling prepared?

Infiniti's Suggestion:

If you have access to the office premises before the move in date, we suggest asking an experienced technician to come to the office to help you understand what needs to be modified for your communications systems to work as you want and what rewiring is required a minimum of 14 days before the move-in date

Suggestions From The Experts:

If you are moving to the NBN or a new type of internet connection you should check with your device supplier if and how the following will work with your new internet connection:

- EFTPOS
- HICAPS
- Security Systems
- Fax Machines



To learn more about how the NBN will affect, your phone system, your internet connection and all the devices your business relies on everyday. View the Small Business Guide To The NBN right now www.itelecom.com.au/NBNGuide

