CHECKLIST:
For Campus Computer & Equipment Moves

Before Your Move
- Communicate move with all departmental staff and faculty
- Review security policies practiced within your office
- Notify OIT of move, preferably 3 weeks in advance
  - For OIT supported equipment and services
- Notify vendors of move (recommended)
  - For vendor supported equipment
- Surplus unused equipment (optional)

OIT Supported Equipment & Services
- Computers, phones, fax machines, local and network printers
  - New setup or setup after move
- Network connections
  - Computer, printer, Cisco phone
- Phone connections
  - Meridian/Nortel phone, fax machine

Note: OIT does not physically move equipment from one office location to another. Contact Facilities Services or a local moving company if your department needs moving assistance.

Additional Items to Consider
- Department website, including contact info and staff listings
- Directory information, including department and staff records in EDIR (https://edir.alaska.edu)

When Contacting OIT for Assistance
When contacting OIT for assistance related to technology equipment and services, please have the following information available:

- Department employee contact for coordinating with OIT
  - Name, ID #, UA username
  - Contact number
  - Email address
- Computers
  - Computer name & IP address for each
- Phones
  - Phone numbers
  - Cisco or Meridian/Nortel/analog phones
- Network Printers
  - Make (ie. HP) and model (ie. LaserJet 5550dn)
  - Building, room, network jack
  - Printer name on the network (name listed when printing a document)
  - Banner printer name, if applicable
- Local Printers
  - Printers directly attached to computer (ie Label or Dymo Printers)
- Fax Machines
  - Fax numbers
- Old Location, New location
  - Building, room, cubicle
  - A drawing or sketch showing the proposed location of your office equipment at the new location
  - Include phone numbers, computer name, and IP Addresses for each workstation
- OIT Ticket Number (SD#######) for current ticket status, updates, or corrections, if applicable

Questions? alaska.edu/oit/get-help • 907-450-8300 • helpdesk@alaska.edu