



"Let Us Make Technology Easy For You"



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# *COMPUTER OFFICE MOVE & INSTALLATION*

# *THE PREP*

## **Prep & Labeling**

**Each workstation in the office will be assigned a number and moving tags. CTS will supply Tags that will need to be affixed to all items to be moved. We will also supply "DO NOT MOVE" tags for items not included in the relocation.**

**Clear plastic keyboard bags labeled with the designated destination tag will be distributed to each user. (During the move, Technology Movers will affix the Tags to each item and insert keyboard, mouse, phone, cables, etc. in the bag.)**

# *PRE-MOVE*

## **Hardware Audit/Site Survey**

**A CTS representative will evaluate your computing environment, help determine requirements, and develop a plan to provide you with a smooth, hassle-free Moving. Technology Movers will then perform a pre-move inventory of all equipment designated to be moved – this confirms what peripherals and cables employees have prior to the move. The document created for this step eliminates any confusion over specialized devices at any desktop and ensures that each employee receives the same components after the move.**

# *DISCONNECT*

## **Packaging & Labeling**

**Our trained technicians make the disconnects and gather all cables and peripherals.**

**Technology Movers identifies and packs your systems to protect from in-transit shock or damage. Each workstation is tagged, major components are bubble wrapped, minor peripherals and cords are packed in zip lock bags.**

# *RE-INSTALLATION AND RECONNECT*

**Technicians will unpack and reconnect workstations, power on test, and post move inventory.**

# *CONNECTIVITY TEST*

**If this service is needed, our technicians will follow your IT department's connectivity test. Details are planned with your IT department prior to the project.**