

## MOVING CHECKLIST

- COORDINATOR: Appoint a representative from your department to coordinate the services below. Include this person's contact information on your Service Request.
- APPROVAL: Indicate on your Service Request that this move has been approved by the University Space Advisory Committee/ Provost's Office.
- SERVICE REQUEST: Submit a Service Request for your move via the Facilities Management webpage.
- ACCESS CONTROL: Submit an Access Request to rekey locks, adjust building master keys, and/or program card readers. Please note the current leadtime for the Lockshop to process requests is 3 weeks.
- FURNITURE: Boxes will be provided by the Moving Department. Tag all furnishings, boxes, markerboards, and/or art to be relocated with the destination room number. Please note that some furniture items (such as modular desks or panel systems) may need to be moved by an outside vendor. Also note that code compliance does not allow furniture/boxes to be stored in corridors/paths of egress.
- ELECTRONICS: See instructions on next page regarding computers, phones, printers.
- MISC: Schedule the Carpenters to reassemble furniture or rehang any wall mounted items in new space.
- SIGNAGE: Update your room sign inserts by using Marketing's templates. If an entire department has relocated, please alert CSU Delta to update their QR code building directories.
- STAFF DIRECTORY: Be sure to update your contact info in our online staff directory via this IS&T webpage.

## CONTACT INFORMATION

DEPARTMENT	CONTACT	E-MAIL	EXT.
FACILITIES	FAST Coordination Center	<a href="mailto:fastrequest@csuohio.edu">fastrequest@csuohio.edu</a>	2500
IS&T	IS&T Help Desk	<a href="https://csuohio.servicenow.com/csu?id=sc_home">https://csuohio.servicenow.com/csu?id=sc_home</a>	5050
IS&T – AV	Instructional Technology	<a href="mailto:instructionaltech@csuohio.edu">instructionaltech@csuohio.edu</a>	5050



## IT Move Instruction

### GENERAL MOVE INSTRUCTIONS

- IS&T will work with the University Architect's Office or your department to identify your departments designated Move Coordinator as a central point of contact for your move.
- Please check first with your Move Coordinator if you have any questions. They should be notified of any issues which may affect your work group.

### Telephones

- DO NOT** pack your telephone to be moved. On your scheduled move day, IT contractor will pick up your phone and move it to your new office.
- Place moving label in phone with your new room number.
- IT contractor will place your phone in your new office.

Note: During move time you will still be able to receive voice mails. To access them, dial 216-687-2001. Press "\*" when the system answers, followed by your 4-digit extension number and passcode. You can create an out of office greeting during the time of your move by pressing 8, then 6 from the login menu.

### Xerox Printers

- You will need to make arrangements to move your Xerox printer to your new office. Please fill out a request form **NOW to start the process**. You will have to sign in using your CSU credentials:

<http://helpdesk.csuohio.edu>

Click on  Service Catalog

Depending on the model or printer, there may be a cost involved in securing and moving larger printers.

- Requesting an additional Xerox printer? You will have to sign in using your CSU credentials:  
<http://helpdesk.csuohio.edu>

Click on  Service Catalog 

### Computers & Support Equipment

- Please label your monitor, CPU, accessories.
- Please disconnect all Desktop IT equipment.
- Label and pack all accessories (cables, mouse, keyboard, flash drives, and wireless keyboard/mouse receiver).
- Please take all laptops home the night of the move.
- You will be responsible for reconnecting your equipment at the new site.
- Phones will not be moving, please **DO NOT** pack or label **PHONES**, leave them on your desk.

### PC Static IP Address Change

- Some PCs on campus have a static IP address to access applications. If you are moving a computer, and it has a static IP address you need complete the **NOW to start the process**. You will need to login using your CSU credentials.

<http://helpdesk.csuohio.edu>

Click on  Service Catalog



IP Address

### Help Needed

- Self Service Tickets can be opened. You will need to login using your CSU credentials:  
<http://helpdesk.csuohio.edu>  
or call  
216-687-5050
- Telephones – immediate service:  
216-687-3881