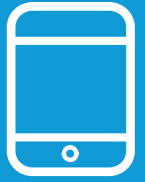OFFICE RELOCATION CHECKLIST

TECHNOLOGY REQUIREMENTS

If you require any further information, please call us on **1300 666 708** or visit **exciteit.com.au** or email to **info@exciteit.com.au**.

Our team has you covered.

excIteIT
BRINGING EXTRAORDINARY EXPERIENCES TO PEOPLE

1. Review and consider telecommunications solution and provider options

2. List new features your business requires/would like such as:

- **Interactive IVR system**
- **Video conferencing**
- **Unified Communications**
- **Omni-Channel capability**
- **Advanced Reporting**
- **Call recording**

3. Establish new solution and internet connections based on business requirements

4. Review and consider telecommunications solution and provider options

REVIEW YOUR PHONE SYSTEM

1. Review your internal Server requirements and Infrastructure

2. Consider Cloud and what technology could/should be moved

3. Create a cloud roadmap

4. Plan fitout for your server room (if applicable)

5. Access points setup

CLOUD SERVICES

1. Review existing WiFi technology

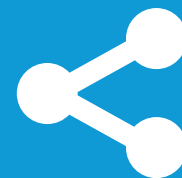**2.** Consider investing into new WiFi connectivity

3. Plan your WiFi network

4. Access points setup

1. Review your Internet provider

2. Contact the Internet provider prior to move

3. Check Fibre Connection in your new area

INTERNET CONNECTIVITY

1. PUBLIC IP ADDRESS || PHONE NUMBERS

2. SERVERS || COMPUTERS

3. ACCESS POINTS || SECURITY SYSTEM/S

MOVING-DAY AND CUTTING YOUR SYSTEMS OVER