

Your business,
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Computer Systems
Communications
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Business Solutions
Technology Management



Adopting Technology

Quick checklist for business

Focus on Your Business - Not Your Technology

Introduction

If your looking for new offices for your business, what should you be checking? This handy guide will help you to make sure the premises have the right information and communications technology (ICT) set-up for your business.

Main areas to check are;

- Cabling
- Internet and telephone services
- Security and access
- Wireless signals
- Extended services

Cabling

- If cabling is not already installed, is there easy access to floor, wall or roof spaces to enable your won cables to be put in?
- If the building is old are there any covenants that would restrict the addition of cabling?
- If cabling is installed does it meet the latest standards? Is there any documentation from when it was tested or the layout of connection points?
- Can every desk space be reached safely with cabling, either under the floor or from the ceiling distribution via conduits? Cables should not trail across the floor (even under conduits) or be exposed down the wall.
- Are there at least two outlets at every

place where you want a desk?

- Is there at least two power sockets at every place where you want to put a desk? The use of extension boards should be avoided.
- Is there a dedicated, secure communications room or a suitable secure space where a lockable cabinet can be installed? If a dedicated room then it should have suitable cooling and power protection.

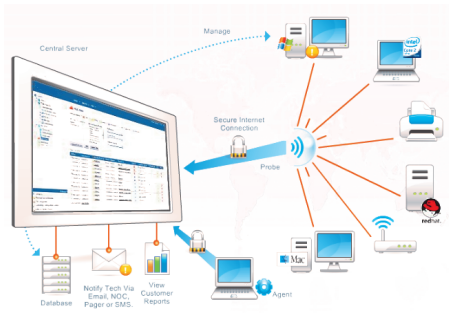
Internet and Telephone Services

- Is there at least one network socket that can be used for a telephone at each desk space?
- Can each telephone point be dialled directly from the public telephone network or is a PBX required?
- How quickly and at what cost can a new telephone service be made available or a new line added. Remember some locations may have limited telephony infrastructure in the ground and extended delays may be experienced whilst these are installed.
- Is there a reception or make switchboard service? How easy is it for this line to be transferred to another line within the building?
- How quickly can an internet connection be made available? Make sure that fixed line broadband is available in the area in preference to wireless before committing to any new buildings.

Moving office?

Expanding your current infrastructure?

These handy tips should be considered before making any commitments.



- What is the bandwidth (connection speed) of the broadband connection? (Guideline: For up to 20 people the minimum total un-contended bandwidth available should be 2Mbps / 500 Kbps. For more than 20 people consider 100KBps/50 Kbps per user). Remember that local bandwidth at your office will differ from the vendor advertised bandwidth due to constraints such as distance from exchange and quality of cables in the ground.
- For any shared infrastructure (i.e. wireless or cable broadband) consider how many organisations are using the same infrastructure. The number of people sharing is referred to as the contention ratio and most services aimed at the domestic market are unsuitable for business because of high (and unpublished) contention ratios. As a general observation the cheaper the monthly fee the higher the contention ratio.
- Ensure your broadband solution has scalability built in to accommodate your changing requirements as the business grows.
- How is your internet connection secured? Does the security allow you to access the network easily and securely from other locations? How is this security monitored and verified for compliance against any policies?

Security and Access

- What is the security set-up of the property, both of the building as a whole and of your office space? Do you need a contingency plan for such extreme incidents as the server being stolen?
- Is 24 hour access available to the office? If so how is the server secured and is any auditing required to verify what may have occurred when the office is generally unoccupied?
- Are any other types of physical security required? i.e. CCTV
- If ICT equipment and services are pro-

vided on either a fixed or wireless basis, how are they secured? Also, how many other businesses are sharing the equipment and/or network? Is your data secure and separate from these other companies?

Wireless Signals

- Do mobile phone signals penetrate inside the buildings and offices?
- Are there any features of the building that would prevent you from using wireless networking or wireless internet access in your office?
- Is there wireless internet access throughout the building? Is it secure?

Extended Services

Extended services are additional features, facilities, or services available at a property that could prove useful for businesses. These can cover a range of areas including the internet, telephone and technology.

- Consider additional telephone services are available? This may be shared receptionist, group lines and conference calling etc
- Consider additional internet services such as remote back-ups, email and web hosting, guaranteed bandwidth etc
- Any video conferencing services available?
- What contingency plans exist in case of a disaster?
- Is there publicly available wireless internet in meeting rooms?

The above are some areas a business should consider before moving into a new office or considering expanding an existing office. **Not-a-Geek** can provide guidance and identify solutions to meet your business requirements.

Give us a call today !



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"We'll either find a way, or make one" - General Hannibal