Planning an office move?

You want to...

- ✓ Have a modern, efficient working environment
- ✓ Avoid downtime
- ✓ Ensure IT & telecoms infrastructure is in place
- ✓ Have a smooth, stress-free migration

Moving office can be a stressful time, however it can also represent a great opportunity to leave old issues and systems behind and set up your new office to meet your current and future requirements.

A clean slate

If you're moving office to accommodate more staff or to modernise your workspace, consider new options to better suit your growth plans or new working practices. From business grade connectivity to tools to help improve collaboration and productivity, don't let your thinking be constrained by your current set-up.

Similarly, you won't want to take existing problems and issues with you. If you have any concerns about your current IT or phone systems, it's worth addressing them now, so you can start in your new office with a clean slate.

Why think of PSU?

As IT and telecoms specialists, we're highly experienced in coordinating multiple services and providers. Close relationships with suppliers also enable us to work to tight timescales and find work-arounds to any problems that might arise.

We can even station one of our engineers on-site on moving day to provide extra help and support.

Checklist:
Office move planning

When planning your technology move, use the checklist to help keep you on track.

1. Arrange connectivity – allow 4 months
2. If you're still on ISDN, upgrade your phone lines to SIP
3. Check your phone system is still fit for purpose
4. Identify existing problems and issues with your IT and/or telecoms
5. Check data is backed up safely, ready for the move
6. Consider any extra functions you'd like your technology to perform

For more, visit **psu.co.uk/moving**

Contact PSU
to discuss your
NEXT **BIG PLAN**

Whatever your technology plans, we can help.

Phone Systems & Support
- Maintenance contracts
- New systems & upgrades
- Hosted telephony
- SIP migration
- Contact centres
- Unified communications

IT Managed Services
- Patching & updates
- IT security
- Network infrastructure
- Storage & backup
- Server maintenance
- Hosting & cloud solutions

Mobile Solutions
- Mobile handsets
- SIMs
- Voice & data plans
- Mobile device management

Connectivity & Networks
- Single-site/multi-site
- Private networking
- Leased lines
- MPLS

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What's *your* NEXT BIG PLAN?

YOUR PLANNING GUIDE

Need to upgrade to Windows 10?

You're looking to achieve...

✓ The latest features & compatibility
✓ A current, supported system
✓ A cost-effective, futureproof solution
✓ Reduced security risks

If any of your machines are running on older versions of Windows, you're probably planning to upgrade them.

If you're on Windows 7 or older, it's important that you take action to avoid remaining on an operating system which no longer receives updates and is therefore vulnerable to threats.

Key date
Windows 7 end of life:
14th January 2020

Other considerations
As well as Microsoft 365, your other options include purchasing extended security updates (though this is only ever a short-term solution), or standard migration to Windows 10.

A report in August 2019 revealed that 48% of SMEs were still using Windows 7 or older, putting them at risk.

48%

Time for a workstation upgrade?
If your PCs were purchased new with Windows 7, it might also be time to upgrade them to benefit from the latest, quickest models which will enable you to get the most from Windows 10.

Business case:
Microsoft 365
For businesses needing to upgrade from Windows 7, Microsoft 365 is a great option.

Use the business case to support your tech strategy and understand the benefits.

- Includes Windows 10 & Office 365
- Enterprise Mobility + Security
- Integrated package to improve productivity & collaboration
- OpEx approach with no up-front outlay
- Licences can cover multiple devices per user
- Easy to upgrade all users at once
- Upgrade from Office 365 or take Microsoft 365 from scratch
- Always up to date

For more, visit **psu.co.uk/microsoft**

Looking to increase your resilience?

You're aiming to...

✓ Reduce downtime risk
✓ Improve business continuity
✓ Increase your security
✓ Build in resilience

Whether it's your IT, telecoms or both, if your next big plan is to increase your resilience, there's lots to consider.

Resilience through hosting
A key way you can add resilience to your business is through hosted solutions. By moving away from physical, on-premise options for your servers or backups, you can improve your business continuity and disaster recovery.

Resilience through virtualisation
Similarly, virtualisation can also increase resilience, with the ability to build in significant failover capability. This is a great option for phone systems and can help avoid the disruption and lost business if your system were to experience a problem.

Resilience through futureproofing
Preparing for upcoming industry deadlines and embracing new ways of doing things can provide a good opportunity to build in resilience while futureproofing your business.

Futureproofing options could include moving to resilient SIP trunks ahead of BT's ISDN shut-down in 2025, or taking advantage of the increasing trend for subscription models to ensure you always have the most up-to-date version of products.
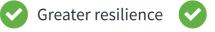
Top 5 ways to:
Increase resilience

Use the MoSCoW method below to prioritise your options.

	MUST HAVE	SHOULD HAVE	COULD HAVE	WON'T HAVE
1 Migrate your phone lines from ISDN to SIP trunks	○	○	○	○
2 Host your phone system in a virtual environment	○	○	○	○
3 Consider hosted server solutions	○	○	○	○
4 Invest in robust backup solutions (including for Office 365)	○	○	○	○
5 Upgrade your software and OS to current, up-to-date versions	○	○	○	○

For more, visit **psu.co.uk/resilience**

Planning to upgrade your phone system?

You're looking for...

✓ Better features
✓ A more modern system
✓ Greater resilience
✓ Improved efficiency & collaboration

From increasing remote working to business continuity planning, your phone system should be at the forefront of your mind.

The latest phone systems are packed with features to help your business. From unified communications and collaboration tools, to security features and virtualised options, there are tens of ways to make life easier and increase your efficiency and resilience.
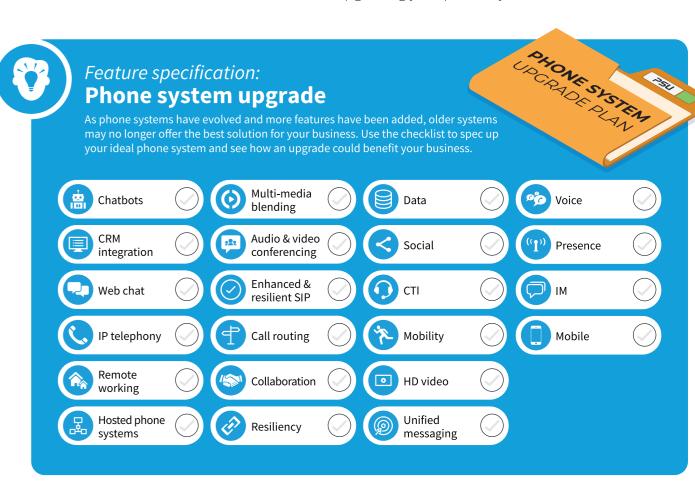
? Are you currently experiencing business growth?
? Is your current phone system several years old?
? Are you looking for a wider range of capabilities?
? Do you have concerns about your system's reliability?

If your answer is "yes" to any of these questions, it's time to consider upgrading your phone system.

Feature specification:
Phone system upgrade
As phone systems have evolved and more features have been added, older systems may no longer offer the best solution for your business. Use the checklist to spec up your ideal phone system and see how an upgrade could benefit your business.

PHONE SYSTEM UPGRADE PLAN

Chatbots ✓	Multi-media blending ✓	Data ✓	Voice ✓
CRM integration ✓	Audio & video conferencing ✓	Social ✓	Presence ✓
Web chat ✓	Enhanced & resilient SIP ✓	CTI ✓	IM ✓
IP telephony ✓	Call routing ✓	Mobility ✓	Mobile ✓
Remote working ✓	Collaboration ✓	HD video ✓	
Hosted phone systems ✓	Resiliency ✓	Unified messaging ✓	

For more, visit **psu.co.uk/phones**