For any University employee, office area, or department planning an office move, the following list provides items that require planning to ensure a timely and successful move.

- **Phone Moves**: for phone\fax line moves where 3 or more lines or individuals are involved, complete the **Telephone Relocation Information Form** using the link below and attach to an IT Help Request. Help Requests can be submitted online at [ITHelp.utoledo.edu](http://ITHelp.utoledo.edu). Most phone move requests require at least five business days in advance.

  [http://www.utoledo.edu/it/TC/PDF_/Telephone%20Services%20Relocation%20Information%20Form.pdf](http://www.utoledo.edu/it/TC/PDF_/Telephone%20Services%20Relocation%20Information%20Form.pdf)

  For phone\fax line moves involving 1-2 lines, you may submit a Help Request at [ITHelp.utoledo.edu](http://ITHelp.utoledo.edu) and provide the following information:

  - Name
  - Telephone number (419-530-xxx or 419-383-xxxx) for office number or fax line
  - Current location (building and room)
  - New location (building and room)
  - Date service is required for the new location

- **Computer Equipment**: for computer related equipment moves within a building and for computer set-up requests, please submit a Help Request at [ITHelp.utoledo.edu](http://ITHelp.utoledo.edu) and provide the following information:

  - Contact name and phone number of the person responsible for the moves
  - Equipment owner name and phone number
  - Current location (building and room)
  - New location (building and room)
  - Current equipment to be moved and/or set-up (computers, network and local printers, copiers, FAX machine, etc.)
  - List new equipment requiring set-up
  - Number of network ports required for the new location
  - Date move or setup is required

- **Non-Computer and Computer Equipment**: visit below UT Facilities link to submit a move request for non-computer equipment and for computer equipment that involves moves from one building to another.


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For assistance, please contact the IT Help Desk:

UT Main Campus - 419.530.2400 | UTMC - 419.383.2400

Email: ithelpdesk@utoledo.edu
Online: [http://ithelp.utoledo.edu](http://ithelp.utoledo.edu)