TECHNISCHE UNIVERSITÄT DARMSTADT

HRZ Hochschulrechenzentrum

Checklist for IT officers regarding the UC changeover

1. Important appointments

- Initial consultation
- Consultation to plan the transition
- Transition
- Feedback consultation

2. Preparation for the UC changeover

a) Coordination and communication

- ☐ Hold an initial meeting with the project team
- ☐ Inform your own users about the UC changeover, including the date and information from the HRZ (include the UC flyer with the most important links in your information email).

b) Inventory and needs assessment

- ☐ Determine the inventory of telephone numbers
- ☐ Register the need for softphone stations, headsets, hardware telephones and port adapters (network sockets required!)
- ☐ Report the requirements and inventory back to the project team

c) Organise hardware

- ☐ Purchase necessary headsets or similar equipment
- ☐ Distribute hardware to users

d) Technical preparation

- ☐ Activating and testing your own Webex account to prepare for the UC changeover
- ☐ Installing the Webex client for users before the changeover
- ☐ Planning and creating departments or teams

e) Implementation on the changeover day

- ☐ Be present on site
- ☐ Support your own users when they use Webex for the first time

3. Feedback

- ☐ After the changeover, hold a feedback meeting with the project team. (The project team will arrange the date directly with you.)

4. Contact the project team

You can contact the project team at netzbetrieb@hrz.tu-darmstadt.de. Please use the subject line ‘UC conversion’ so that your enquiry can be clearly identified.