



Post-Coronavirus lockdown: Return to the office checklist

Make sure you have the below covered when you return to the office:

**Tick
when
complete**

1. IT SUPPORT & HARDWARE

- Printers restarted and connected to necessary machines
- Inkjet Printers: Your print heads may have dried so will need a clean.
- Laser Printers: Check your drum and toner - try shaking them gently.
- WiFi is working correctly
- Firewall (network security) working as you'd expect?
- Are all the lights on your router green? If they're red - there may be an issue.
- Hoover air vents and fans.
- Disinfect using wipes - do not spray directly onto machines.
- Has data been saved onto an individual's machine? Copy it onto your server.
- Has your server been backed up?
- Ensure your backup routine is reinstated when the team return to the office.

2. TELECOMS

- Have you turned off your call divert?
- Does your automated-attendant need to be enabled?
- Are your voicemail messages accurate?
- Have you removed your Covid-19 automatic message?

3. WEBSITE AND EMAIL

- Un-publish your Covid-19 opening hours and online message.
- Announce the business has reopened to its pre-coronavirus hours.
- Email your clients.
- Disable automatic email / out of office replies.



Call 08456 444 200
for IT & Telecoms support