zConnect

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Connect

Transition plan for **Apis Networks**

Tentative Date	Transition Plan by:	Transition Plan for:
January 28, 2017	zConnect	Apis Networks

Pre-Move

Equipment and services for Apis Networks will be migrated from zColo space to zConnect's space within the zColo facility. Before the transition, the following steps will take place in order to minimize downtime for Apis Networks.

- Dates and times will be coordinated between zColo, zConnect, and Apis Networks
    - We will ensure the availability of support from zColo network engineers and availability of Apis Networks to confirm functionality in the new location.
    - Tentative move date: January 28, 2017.

Documentation

Before equipment is moved, the customer's environment will be documented thoroughly. This will eliminate slowdowns in transition and reduce downtime when installing equipment in its new location.

- All IP addresses and any additional configuration will be documented and provided to zColo network engineers. The network engineers will port the relevant information and configuration to zConnect's environment on the agreed upon date and time (January 28, 2017). The cutover of IP addresses and configurations will also be coordinated during the transition in case any last-minute adjustments are needed.
- Network equipment and their relevant connections will be documented.
    - Each port and cable will be tagged and labeled for quick reconnection during the physical move.

Physical Move

At the coordinated time, we will begin disconnecting and transporting equipment while zColo Network engineers port over the prepared list of IP addresses and configurations. Equipment will be racked in its new home and reconnected according to documentation and labels prepared in advance. Depending on the amount and complexity of equipment, we normally anticipate between 30 minutes to 1 hour of downtime.

Post-Move

We will run basic ping tests to locate connectivity. After which, the client can perform tests to determine whether new environment is functioning as expected. zColo network engineers will be available until the client confirms that systems are running correctly. Once functionality is confirmed, servers will be documented in their new location for quick reference.