



## Network Upgrade Preparation:

### Duff Medical Building – Floors 7, 6, 5, 4 and 3

#### NETWORK JACK AUDITS Potential Wired Connectivity Interruptions October 12 to November 4, 2022

| <b>WHAT IS HAPPENING</b>                         | <p>The <b>Network Upgrade Project</b> is in the process of <b>upgrading</b> the <b>Wired and Wireless Network</b> across the University. This process, applied building by building, affects occupants at different times during the upgrade. The result is improved speed, security and coverage of network services in these buildings and throughout the University.</p> <p>On <b>October 12, 2022</b>, the team will start preparing for the upgrade by performing the onsite <b>network jack audits</b> on <b>floors 7, 6, 5, 4 and 3</b> in the <b>Duff Medical Building</b>. Therefore, technicians from IT Services and external contractors will be working onsite and require access throughout the building (includes offices, classrooms, laboratories, closets, meeting rooms, etc).</p> <p>Performing the audits is the first of several required steps to complete the network upgrade in the building. Find out more about this process under Additional Information below.</p>  |                         |   |        |                 |                                |                   |                         |   |
|--|--|-------------------------|---|--------|-----------------|--------------------------------|-------------------|-------------------------|---|
| <b>SCHEDULE, ACTIVITIES &amp; NETWORK IMPACT</b> | <p>The <b>network jack audits</b> include the following activities:</p> <ul style="list-style-type: none"> <li>Performing an onsite audit in each location in the building (includes offices, classrooms, laboratories, closets, meeting rooms, etc) and recording the network jack information and details per room.</li> <li>Testing the existing connectivity of the wired network jacks             <ul style="list-style-type: none"> <li>To perform this test, a rapid disconnection and reconnection of the jack's patch cable is required.</li> </ul> </li> </ul> <table border="1" data-bbox="455 1361 1753 1796"> <thead> <tr> <th>Date</th> <th>Time</th> <th>Floors</th> <th>Network Impact:</th> </tr> </thead> <tbody> <tr> <td>October 12 to November 4, 2022</td> <td>06h00-14h30 daily</td> <td>Floors 7, 6, 5, 4 and 3</td> <td> <p>The audits may result in a less than <b>30 seconds wired network interruption</b> per device (desktop, laptop, etc).</p> <p>Any remote desktop session (RDP) in progress is expected to resume automatically without requiring any intervention to reboot the device.</p> <p>The team will start the audits on the 7th floor of the building and work downwards to the 3rd floor and each jack is audited.</p> </td> </tr> </tbody> </table> <p><b>Important notes:</b></p> <ul style="list-style-type: none"> <li>The team will require access throughout floors 7, 6, 5, 4 and 3 in the Duff Medical Building (includes offices, classrooms, laboratories, closets, meeting rooms, etc).</li> <li>Any classrooms and laboratories are priorities and should be audited before the start of business hours.</li> <li>Technicians will be overseen by an IIS (formerly known as NCS) Project Team Lead and accompanied by McGill security guard(s).</li> </ul> | Date                    | Time  | Floors | Network Impact: | October 12 to November 4, 2022 | 06h00-14h30 daily | Floors 7, 6, 5, 4 and 3 | <p>The audits may result in a less than <b>30 seconds wired network interruption</b> per device (desktop, laptop, etc).</p> <p>Any remote desktop session (RDP) in progress is expected to resume automatically without requiring any intervention to reboot the device.</p> <p>The team will start the audits on the 7th floor of the building and work downwards to the 3rd floor and each jack is audited.</p> |
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| <b>ADDITIONAL INFO</b>                           | <p>As mentioned above, the network jack audits may result in an interruption to wired network connectivity of less than 30 seconds, as each device will be disconnected and reconnected from the existing wall jack to test its connectivity. <b>If you have concerns, please email the <a href="#">project team</a> immediately.</b></p> <p>The entire Network Upgrade in each affected building normally comprises of 4 key steps:</p> <ul style="list-style-type: none"> <li>Step 1: Network jack audits (this notice)</li> <li>Step 2: Installation of new structured cables, new network hardware and new wireless access points (dates to be provided)</li> <li>Step 3: Jack transfers &amp; connecting to the new network (dates to be provided)</li> <li>Step 4: Legacy (old) cable removal and clean up (dates to be provided)</li> </ul> <p>We will advise building occupants once subsequent steps have been scheduled.</p> <p>For more information on Wired and Wireless connectivity at McGill, please consult the following IT Knowledge Base articles:</p> <ul style="list-style-type: none"> <li><a href="#">Wired Network Connectivity</a></li> <li><a href="#">Wireless Network Connectivity</a></li> </ul> <p>To learn more about this initiative, visit the <a href="#">Network and Information Security Upgrade website</a>. If you require more information, please contact your Technical Administrator, your Building Director or the <a href="#">project team</a></p>   |                         |   |        |                 |                                |                   |                         |   |