



Memorandum

To: All Staff
From: Information Technology
Date: April 27th, 2021
Re: 2021/22 Annual Device Replacements

Starting in May, Information Technology staff will begin our annual device replacements. Numbers that fall below the inventory numbers (yellow tag) noted below are up for replacement:

- TBRHSC – less than H33240
- SJCG – less than S33200

Due to the volume of replacements to be done, we are unable to provide an exact date/time that your device will be replaced. Replacement of devices can occur at any time (including weekends), please ensure your desk is clear near your device. Local printers will be decommissioned in an effort to move towards centralized printing.

We have a number of staff working from home with corporate devices, if you have a device at home up for replacement, IT will be in contact with you to schedule drop off/pick up of old and new devices at the hospital site.

Information Technology is not responsible for any information that is stored locally, please ensure all information stored locally is moved to your network drive and that all CD/DVDs are removed from the device.

Examples of items stored locally:

- Documents stored on the C:\ Drive
 - Electronic "Sticky Notes"
 - Internet Favourites
 - Passwords saved as part of an FTP client
- *** Please make sure you know all your passwords*****

If a staff member has 2 devices, the Device Configuration Policy (see **IS-SUP-068-S - Employee Device Configurations**) will be followed, it can be found on the Intranet.

If there are any questions or concerns please contact us by email:

- SJCG - Cora Rouillard
- TBRHSC - Domenic Falcetta

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