



Downtime Announcement From Informatics

Sites Affected	<ul style="list-style-type: none">• TBRHSC
Service(s) Impacted	<p>Network devices in Forensics, Switchboard, Hospitalist office and Cafeteria</p> <ul style="list-style-type: none">• All Computers and phones• Forensics Main Unit phone numbers remain in service with the exception of calling Codes directly with 55• Copier/Printer• Drug Cabinet• Glucometer docking• Switchboard will be moved to a temporary location in Fracture clinic (after 8:30PM)
When	<p>Date: Wednesday April 9th -10th , 2025</p> <p>Start Time: 21:00 hrs EST</p> <p>End Time: 05:00 hrs EST</p>
Action Required	<p>Prior to Downtime:</p> <ul style="list-style-type: none">• Ensure that you log out of the network computers 5 minutes prior to 21:00 hours EST on April 9th• IT will be onsite to assist with temporary equipment and relocation• Please review downtime documentation with unit management on calling a code, requesting bloodwork, accessing Drug Cabinets, and receiving admission labels <p>Following Downtime:</p> <ul style="list-style-type: none">• Reboot or restart your computer• Once the computer has finished restarting, log in again.• IT will be onsite to confirm connectivity following the downtime
Why	<ul style="list-style-type: none">• Re-cabling work in the Forensics network closet to add capacity for future projects

Ensure this information is distributed / posted for all affected staff.



Thunder Bay Regional
Health Sciences
Centre



ST. JOSEPH'S CARE GROUP

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Questions or comments? Contact TBRHSC/SJCG Help Desk
(807) 684-6411 | 1-888-291-9636 | help@tbh.net