



An Integrated Approach to the Delivery of Community Health Services

## Procedure for Determining Hub/Switch Space

The following is a guideline for determining if the current Ethernet Hub/switch and the current cabling patch panel have enough room for the planned addition of workstations and printers.

**Definitions: Ethernet Hub/Switch –**

A connecting device for networks used to connect the server (input) to one or more workstations or printers (output). These usually have 8, 12, 16 or 24 ports or slots in them. Hubs and switches differ only in how they connect the network and may be combined in the same network.

**Drop –** A connection through which a workstation, laptop or printer may be attached to the network.

1. Determine the total number of drops needed by calculating the number of workstations, laptops and network printers. (Example: 4 workstations + 3 laptops + 1 printer = 8 drops.)
2. Determine the available space on your Ethernet Hub/switch. At the server location, open the equipment cabinet (if it is enclosed) and count the number of empty ports or slots in the hub/switch.
3. Determine the amount of drops needed to be added. Subtract the number obtained in Step 1 (number of drops needed) from the number obtained in Step 2 (available space). If the number you have left is less than a positive 2, you will need to order an additional Ethernet Hub/switch to complete your install. If the number is positive 2 or greater, you will not.
4. If you need to order an additional Hub/switch, you will most likely need to ask your cabling company to install an additional patch panel when they add the cabling drops.

**\* This is an informational sheet only and does not need to be submitted with the form(s).**