SETTING UP YOUR OFFICE

Please see below the list of equipment and software needed to set up your office and start working from home.

Laptop, Desktop or MAC Computer:
> MAC – the required Operating Systems
>> Intel core i5 2.7 GHz processor or better
>> Operating System of MAC OS x 10.10 Yosemite or higher.
>> Download of the bootcamp software

Computer Monitor (15" or higher...)
> 1280 x 1024 (SXGA) screen resolution or 1920 x 1080 (Full HD or 1080p).
> Dual monitors may be required on some client programs.

Operating Systems: (one of the following listed below)
> Windows 7 (32 or 64 bit)
> Windows 8
> Windows 10

Computer Hard Drive:
> 2.8 or more GHz (20 GB available space/60 GB total space) or Intel i class dual core processor
> Atom, Celeron, Pentium and Opteron processors are not permitted.

Memory: 4 GB of RAM or Better

Computer Keyboard and Mouse

Hard-Wired Land Line Telephone connection (plain old telephone line) w/long distance and international long-distance service (preferably through your cable provider). Based on the client preference, the following are also excepted: cable telephony, digital service or business class VOIP. Softphones and cell phones are not permitted.

Hardwired Broadband Internet Service via DSL, Cable or Fiber Optic with an internet connection: minimum download speed of 10 mbps and a minimum upload speed of 3 mbps. Wireless connection is PROHIBITED. USB connected modems are not supported.

Internet Software: Internet Explorer 8.0, 9, 10 or 11, on Windows 7, 8, or 10. Optional: Mozilla (Firefox) and/or Google Chrome.

Computer Protection: Microsoft Security Essentials for Windows 7 and/or Windows Defender for Windows 8 or 10.

Noise cancelling headset with microphone (Brands: Logitech,   Plantronics or Microsoft)

Computer Desk/Chair

Office space

Combination Dry Erase Board w/Cork (optional)