

# Prepare Your Firm for Long Term Remote Working

Getting all your apps and files to be accessible remotely is the first step. The next step is empowering your staff to be as productive at home as they are in the office.

## Equipment checklist for each home office

- CAT6 Ethernet cable to connect your computer directly to your internet router  
*Check for length – many of these are sold out, so plan in advance*
- Wireless router that is less than three years old  
*We recommend Nest Wi-Fi or Ubiquiti Amplifi*
- Wireless network configured with WPA encryption
- Second and possibly third large monitor  
*We recommend 30"+ monitors and order in advance, larger monitors can be on backorder*
- Appropriate adapters and cables with correct length to connect monitor(s)  
*Not all laptops can connect directly to a monitor, verify you have the proper adapters or a dock*
- Cordless keyboard and/or mouse with spare batteries
- HD web cam  
*You'll want to look your best for all those video calls with clients*
- Wired or wireless headset with microphone  
*You'll be on a lot of conference calls with video – audio matters the most*
- A quiet place to work with decent lighting and minimal distractions
- A comfortable, ergonomic chair and ideally a sit/stand desk or treadmill desk
- A tidy background for video conferencing
- Printer with spare toner
- Scanner – for reliability and productivity reasons it's best to have a dedicated scanner as opposed to using the all-in-one home printer/scanner.