



Desk IT Equipment – V1

Revision	Initials	Date	Version
Prepared by:	LD	13.12.2013	1.0
Checked by:			
Note:			

Contents

Introduction	2
Ergonomics	2
Cloud Computing	2
Desk equipment	3

Introduction

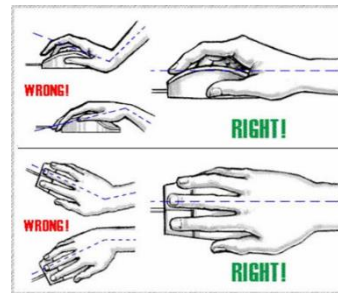
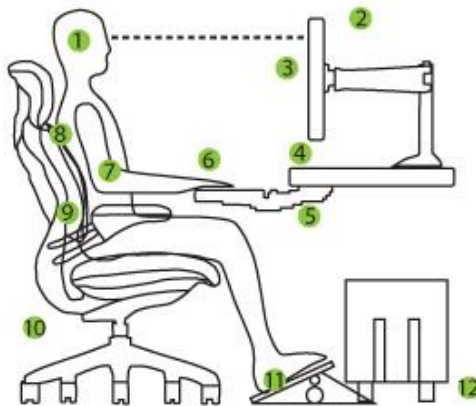
- Desk equipment is critical to ensure that employees have the best tools to work.
- Increase workforce mobility by offering flexibility to your staff to work anywhere; workstation, meeting room, cafeteria, travelling, home,...
- Use today's technology, laptop, wireless, cloud computing, VPN to get online and have your files handy
- Offer an ergonomic workstation and office environment

Benefits gained by your organization include:

- Increased employee productivity
- Limited support required from IT staff
- Increased workforce mobility
- Highly-secure, fully-encrypted communications
- Support for business continuity strategies

Ergonomics

12 Tips for an Ergonomic Workstation



1. Top of monitor at or below eye level
2. Monitor and keyboard centered in front of you
3. No glare on screen
4. Documents in line with keyboard and monitor
5. Negative tilt keyboard support
6. Wrists flat and straight
7. Arms and elbows close to body
8. Change postures often
9. Work in a reclined position
10. Take frequent short breaks
11. Feet flat on floor or footrest
12. CPU off desk

Cloud Computing

Use today's technology to get online anywhere, stay on business, have your files handy



Desk Equipment (standard office use)



laptop (12 or 13") with a docking station
** Easy laptop removal to swap into wireless network (i.e. going to a meeting)*



2 external monitors (22"), keyboard, mouse, web cam



IP landline phone, call forwarding to smartphones and/or groups



Ergonomic Workstation 



Wired headphone (3.5 Jack) for Landline, PC, smartphone, tablet



Desk power/data/USB management

Mobility



Turn Your Computer, tablet into a phone, video conferencing device

Increased Workforce Mobility

Softphone application that lets you use your personal computer, tablet to make premium voice and video calls. Offering the latest in IP communications technology, it is easy to acquire, deploy, and use.

With a headset or speakerphone, you can easily access your corporate phone number and voicemail. All you need is an Internet connection and remote access to your corporate network, whether you are working from home, supporting a contact center, or traveling on business.