

## **Configuring your Home Office for Effective On-Line Working – a checklist**

### Minimum needs

- Laptop/PC & good broadband connection (webcam also helpful)
- Telephony – Land line and/or Mobile (smart phone for preference)
- Working Area – preferably a desk, but a table can suffice
- Internet Security Software – A reliable package is essential as losing control of your On-Line Ecosystem would be a disaster for any e-Business or e-Employee

### Adding Value

- A second display (iPads and some TVs can also act as displays)
- A Printer – preferably colour with an in-built scanner
- Ability to insulate your workspace from external noise (separate room with a door)
- Storage Space for Documents, Files, Reference Books, Stationery, etc.
- Good Headset with microphone (will enable others to hear you more clearly)