# SETTING UP YOUR OFFICE…

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

2. Computer Monitor (15" or higher...)
    1. 1280 x 1024 (SXGA) screen resolution or 1920 x 1080 (Full HD or 1080p).
    2. Dual monitors may be required on some client programs.

3. Operating Systems: (one of the following listed below)
    1. Windows 10

4. Computer Hard Drive:
    1. 2.8 or more GHz (20 GB available space/60 GB total space) or Intel i class dual core processor
    2. Atom, Celeron, Pentium and Opteron processors are not permitted.

5. Memory: 4 GB of RAM or Better

6. Computer Keyboard and Mouse

7. 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.

8. 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.

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

10. Computer Protection: Microsoft Security Essentials for Windows 10.

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

12. Computer Desk/Chair

13. Office space

14. Combination Dry Erase Board w/Cork (optional)