



AYS

AT YOUR SERVICE
BUSINESS SOLUTIONS

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 7 (32 or 64 bit)
 2. Windows 8
 3. 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 7, 8, or 10. Optional: Mozilla (Firefox) and/or Google Chrome.
10. Computer Protection: Microsoft Security Essentials for Windows 7 and/or Windows Defender for Windows 8 or 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)