OPTIMIZING FOR A REMOTE WORKFORCE

Helping employees create a productive workspace

Times have changed. Employee workspaces aren't static anymore. If you're adopting a remote work strategy with your employees – short or long-term – consider the following for an at-home set-up:

Laptop. Slimmer and lighter profile, laptops offer your employees the best means for transporting your assets. Most devices are as cost-effective as their desktop counterparts. *TIP: Don't forget to order a second power cord – one for the main office and one for home or on the go.*

Camera. Many notebooks have this built-in, but not all. Quality external cameras are available for a reasonable price. *TIP: External cameras usually offer a privacy shutter, which is a requirement in specific industries. Before you ask employees to video chat with you, make sure the camera is enabled.*

Display(s). One of the biggest challenges to remote work productivity is having a clear vision of your projects. When you're just catching up on email for an hour here and there, a single laptop screen is fine, but for longer-term remote work adding at least one external display helps increase productivity. *TIP: Ensure your displays have an adjustable height option so your employees can customize their work area.*

Wireless Mouse and Keyboard. Adding an input solution for your remote workers isn't redundant (they'll have a built-in keyboard and trackpad), but giving your remote workers access to separate input devices keeps boosting output. Using the same tools as they use in the office will help the employee feel like they're in their workspace environment. *TIP: If your computing device has Bluetooth, consider Bluetooth enabled input devices to avoid losing that small USB fob. Your IT department will thank you!*
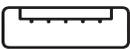
Wireless Headset. Sure, you can use the built-in audio, but consider the distractions your employees will encounter: children, pets, and stir-crazy spouses. Headsets boost focus by limiting these distractions for the worker and their audience. *TIP: Find a device with an easy to use the mute button – nothing ruins the illusion of working faster than when a dog starts barking in the background.*

Collaboration Software. Working from home can be tough for even the most seasoned remote worker. Collaboration tools that encourage video chat, instant messaging, and document collaboration are essential to keep your employees connected and grounded in what can be a very isolating experience.

Virtual Private Networks (VPN). Install VPN software if you require secure access to your servers or other essential information.

Want to go the extra mile for your remote team? Consider some of these options that add to the convenience.

Docking station. If you're working from home long-term or if you use more than one monitor, we find that the docking station helps with the multitude of cords and cables. The number of types of drives and ports vary so much, make sure you'll be able to connect everything you'd like. *TIP: In place of a full docking station, you could also consider a USB multiport adapter (be sure to check the access types – for example, do you need an HDMI port?).*

Uninterruptible Power Supply (UPS). A UPS is a type of power supply system that contains a battery to maintain power to electronics in the event of a power surge or outage. The ability to save work after an unexpected power outage can be critical if your employees are working on important projects you can't afford to lose.

Privacy Screens. Laws intended to protect the client or patient information still apply to remote work situations. It may be prudent to provide privacy screens to your employee's arsenal of at-home tools. *TIP: Some laptops even have this option built right in!*

Monitor Arms. Attaching adjustable monitor arms to their displays is another way to give employees customization for their unique home office situations.

Standing Desks. Wanting to go all out? Providing a great sit and stand desk will save your employee's back and help keep them tied to their desk.

Stay healthy and enjoy a smooth transition to remote work! If you have questions about our remote solution, let us know.