

# Remote Work Technology Setup Checklist

## Hardware

- ☐ Laptop/Desktop ready
- ☐ External monitor connected
- ☐ Keyboard and mouse setup
- ☐ Headset or speakers/mic working
- ☐ Webcam functional
- ☐ Charging devices and cables

## Connectivity

- ☐ Stable internet connection
- ☐ VPN access (if required)
- ☐ Network speed test complete

## Software & Accounts

- ☐ Operating system updated
- ☐ Antivirus/security installed
- ☐ Office applications installed
- ☐ Team messaging app installed
- ☐ Video conferencing tool installed
- ☐ Cloud storage access ready
- ☐ Password manager setup

## Workspace

- ☐ Dedicated workspace arranged

☐ Adequate lighting

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☐ Ergonomic chair/desk

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☐ Distraction-free area

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#### Other

☐ Data backup enabled

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☐ Emergency contact info accessible

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