

## Meijer Home Office Checklist

### Minimum Computer Requirements:

- 2.0GHz Processor
- 1GB RAM
- 20GB of free hard drive space
- 17" monitor (19" or larger monitor recommended)
- Standard Keyboard & Mouse
- CD Player

### Software Requirements:

- Microsoft Windows XP (Home or Professional) or Vista (**Windows 98 is not permitted**)
  - Microsoft Office Professional
  - Microsoft Internet Explorer 5.5 or higher
- Antivirus Software (Compatible software list below)
  - McAfee VirusScan 8.x, 9.x (or higher)
  - McAfee VirusScan Enterprise 7.x, 8.x (or higher)
  - Norton Antivirus 2004, 2005, 2006 (or higher)
  - Norton Internet Security 7.x, 8.x (or higher)
  - Symantec 9.x, 10.x (or higher)
- Macromedia Flash Player (Most recent download)

### Internet Connection:

- **Only** DSL or Cable or FiOS high speed connections are allowed.
  - If you use DSL, a filter must be provided and installed for every phone on the telephone number with DSL.
- Internet speed should be a minimum of 1.5 megs Download and 384 Upload
  - **You can verify this by contacting your internet service provider**

### Telephone:

- Corded telephone with headset.
- Telephone should be equipped with a mute button.
- Headset with a mute feature

### Phone Line:

- Phone line dedicated to work during the day.
  - Unlimited long distance not currently required but may be in the future.

**Note: Next bullet only required if other people need to use the phone during your scheduled work shifts:**

- 2<sup>nd</sup> phone line required if other people in the house need to use the phone during work hours

- Voice over Internet Protocol (VoIP) is **not permitted at this time.**
  - Examples of VoIP phone service to avoid are Vonage, Sun Rocket, Net2Phone, and any offering from a local cable television provider.
- **Home Office Setup:**
- Office set up in a quiet and safe space in the home. Any reported background noise could result in dismissal.

## **Checklist Explanations**

**Internet Connection:** You will need to be on a long-distance telephone call while also connected to the Internet. To do this you need an Internet connection that is separate from the telephone line you will use to call into and stay connected to work. This separate connection must be a broadband (Cable or DSL) Internet connection. **Note: Satellite and Dialup access is not allowed for this position.**

**Telephone Requirements:** You will need to have one (1) telephone line connected to work by a long distance toll call and be connected to the Internet at the same time. You will need to remain connected to your work by that long distance call and on the Internet for your full work shift. The type of Internet connection you will be using and your family's need for a phone line while you are at work must be considered when determining how many telephone lines you will need. State vocational rehabilitation agencies will typically pay for telephone line installation and the first few months of service. You will be responsible for monthly fees afterwards.